

**MS Excel:
Keyboard/Mouse Shortcuts**

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File Operations	
Invoking	Will:
Ctrl+N	Create a new document of the same type as the current or most recent document.
Ctrl+O	Open a document.
Ctrl+W	Close a document.
Alt+Ctrl+S	Split the document window.
Alt+Shift+C	Remove window split.
Ctrl+S	Save a document.

Keyboard Navigation	
Invoking	Will:
Arrow keys	Move one cell up, down, left, or right.
Ctrl+Arrow key	Move to the edge of the current data region.
Home	Move to the beginning of the row.
Ctrl+Home	Move to the beginning of the worksheet.
Ctrl+End	Move to the last cell on the worksheet.
Page Down	Move down one screen.
Page Up	Move up one screen.
Alt+Page Down	Move one screen to the right.
Alt+Page Up	Move one screen to the left.
Ctrl+Page Down	Move to the next sheet in the workbook.
Ctrl+Page Up	Move to the previous sheet in the workbook.
Ctrl+F6 or Ctrl+Tab	Move to the next workbook or window.
Ctrl+Shift+F6 or Ctrl+Shift+Tab	Move to the previous workbook or window.
F6	Move to the next pane in a workbook that has been split.
Shift+F6	Move to the previous pane in a workbook that has been split.
Ctrl+Backspace	Scroll to display the active cell.
F5	Display the Go To dialog box.
Shift+F5	Display the Find dialog box.
Shift+F4	Repeat the last Find action.
Tab	Move between unlocked cells on a protected worksheet.

End Mode: Moving	
Invoking	Will:
End	Turn End mode on or off.
End, Arrow key	Move by one block of data within a row or column.
End, Home	Move to the last cell on the worksheet.
End, Enter	Move to the last cell to the right in the current row that is not blank.



Scroll Lock On	
Invoking	Will:
Scroll Lock	Turn Scroll Lock on or off.
Home	Move to the cell in the upper-left corner of the window.
End	Move to the cell in the lower-right corner of the window.
Up Arrow or Down Arrow	Scroll one row up or down.
LEFT Arrow or RIGHT Arrow	Scroll one column left or right.

Cells, Columns, or Rows	
Invoking	Will:
Ctrl+Shift+*	Select the current region around the active cell.
Shift+Arrow key	Extend the selection by one cell.
Ctrl+Shift+Arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell.
Shift+Home	Extend the selection to the beginning of the row.
Ctrl+Shift+Home	Extend the selection to the beginning of the worksheet.
Ctrl+Shift+End	Extend the selection to the last used cell on the worksheet.
Ctrl+Spacebar	Select the entire column.
Shift+Spacebar	Select the entire row.
Ctrl+A	Select the entire worksheet.
Shift+Backspace	Select only the active cell when multiple cells are selected.
Shift+Page Down	Extend the selection down one screen.
Shift+Page Up	Extend the selection up one screen.
Ctrl+Shift+Spacebar	With an object selected, select all objects on a sheet.
Ctrl+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects.
Ctrl+7	Show or hide the Standard toolbar.
F8	Turn on extending a selection by using the Arrow keys.
Shift+F8	Add another range of cells to the selection.
Scroll Lock, Shift+Home	Extend the selection to the cell in the upper-left corner of the window.
Scroll Lock, Shift+End	Extend the selection to the cell in the lower-right corner of the window.

Entering Data	
Invoking	Will:
Enter	Complete a cell entry and move down in the selection.
Alt+Enter	Start a new line in the same cell.
Ctrl+Enter	Fill the selected cell range with the current entry.
Shift+Enter	Complete a cell entry and move up in the selection.
Tab	Complete a cell entry and move to the right in the selection.
Shift+Tab	Complete a cell entry and move to the left in the selection.
ESC	Cancel a cell entry.
Backspace	Delete the character to the left of the insertion point, or delete the selection.
DELETE	Delete the character to the right of the insertion point or selection.
Ctrl+DELETE	Delete text to the end of the line.
Arrow keys	Move one character up, down, left, or right.
Home	Move to the beginning of the line.
F4 or Ctrl+Y	Repeat the last action.
Shift+F2	Edit a cell comment.
Ctrl+Shift+F3	Create names from row and column labels.
Ctrl+D	Fill down.
Ctrl+R	Fill to the right.
Ctrl+F3	Define a name.

Cells or the Formula Bar	
Invoking	Will:
Backspace	Edit the active cell and then clear it, or delete the preceding character in the active cell while editing cell contents.
Enter	Complete a cell entry.
Ctrl+Shift+Enter	Enter a formula as an array formula.
ESC	Cancel an entry in the cell or formula bar.
Ctrl+A	Display the Formula Palette after typing a function name in a formula.
Ctrl+Shift+A	Insert the argument names and parentheses for a function after the function name has been typed in a formula.
Ctrl+K	Insert a hyperlink.



Cells or the Formula Bar	
Invoking	Will:
Enter	In a cell with a hyperlink, the hyperlink will be activated.
F2	Edit the active cell and position the insertion point at the end of the line.
F3	Paste a defined name into a formula.
Shift+F3	Paste a function into a formula.
F9	Calculate all sheets in all open workbooks.
Ctrl+Alt+F9	Calculate all sheets in the active workbook.
Shift+F9	Calculate the active worksheet.
=	Start a formula.
Alt+=	Insert the AutoSum formula.
Ctrl+;	Enter the date.
Ctrl+Shift+:	Enter the time.
Ctrl+Shift+"	Copy the value from the cell above the active cell into the cell or the formula bar.
Ctrl+`	Alternate between displaying cell values and displaying cell formulas.
Ctrl+'	Copy a formula from the cell above the active cell into the cell or the formula bar.
Alt+Down Arrow	Display the AutoComplete list.

Cells: Special Characteristics	
Invoking	Will:
Ctrl+Shift+*	Select the current region around the active cell.
Ctrl+/	Select the current array, which is the array that the active cell belongs to.
Ctrl+Shift+O	Select all cells with comments.
Ctrl+\	Select cells in a row that don't match the value in the active cell in that row.
Ctrl+Shift+]	Select cells in a column that don't match the value in the active cell in that column.
Ctrl+[Select only cells that are directly referred to by formulas in the selection.
Ctrl+Shift+{	Select all cells that are directly or indirectly referred to by formulas in the selection.
Ctrl+]	Select only cells with formulas that refer directly to the active cell.
Ctrl+Shift+}	Select all cells with formulas that refer directly or indirectly to the active cell.
Alt+;	Select only visible cells in the current selection.

Extending the Selection with End Mode	
Invoking	Will:
End	Turn End mode on or off.
End, Shift+ Arrow key	Extend the selection to the last non blank cell in the same column or row as the active cell.
End, Shift+ Home	Extend the selection to the last cell used on the worksheet.
End, Shift+ Enter	Extend the selection to the last cell in the current row.

Editing Data	
Invoking	Will:
F2	Edit the active cell and put the insertion point at the end of the line.
ESC	Cancel an entry in the cell or formula bar.
Backspace	Edit the active cell and then clear it, or delete the preceding character in the active cell as the cell contents is being edited.
F3	Paste a defined name into a formula.
Enter	Complete a cell entry.
Ctrl+Shift+Enter	Enter a formula as an array formula.
Ctrl+A	Display the Formula Palette after a function name has been typed in a formula.
Ctrl+Shift+A	Insert the argument names and parentheses for a function after a function name has been typed in a formula.
F7	Display the Spelling dialog box.

Inserting, Deleting, and Copying	
Invoking	Will:
Ctrl+C	Copy the selection.
Ctrl+X	Cut the selection.
Ctrl+V	Paste the selection.
DELETE	Clear the contents of the selection.
Ctrl+Hyphen	Delete the selection.
Ctrl+Z	Undo the last action.
Ctrl+Shift+PLUS SIGN	Insert blank cells.



Moving within a Selection	
Invoking	Will:
Enter	Move from top to bottom within the selection or move in the direction that is selected on the Edit tab.
Shift+Enter	Move from bottom to top within the selection or move opposite to the direction that is selected on the Edit tab.
Tab	Move from left to right within the selection, or move down one cell if only one column is selected.
Shift+Tab	Move from right to left within the selection, or move up one cell if only one column is selected.
Ctrl+PERIOD	Move clockwise to the next corner of the selection.
Ctrl+Alt+RIGHT Arrow	Move to the right between nonadjacent selections.
Ctrl+Alt+LEFT Arrow	Move to the left between nonadjacent selections.

Formatting Data	
Invoking	Will:
Alt+'	Display the Style dialog box.
Ctrl+1	Display the Format Cells dialog box.
Ctrl+Shift+~	Apply the General number format.
Ctrl+Shift+\$	Apply the Currency format with two decimal places.
Ctrl+Shift+%	Apply the Percentage format with no decimal places.
Ctrl+Shift+^	Apply the Exponential number format with two decimal places.
Ctrl+Shift+#	Apply the Date format with the day, month, and year.
Ctrl+Shift+@	Apply the Time format with the hour and minute, and indicate A.M. or P.M.
Ctrl+Shift+!	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
Ctrl+Shift+&	Apply the outline border.
Ctrl+Shift+_	Remove outline borders.
Ctrl+B	Apply or remove bold formatting.
Ctrl+I	Apply or remove italic formatting.
Ctrl+U	Apply or remove an underline.
Ctrl+5	Apply or remove strikethrough formatting.
Ctrl+9	Hide rows.
Ctrl+Shift+(Unhide rows.
Ctrl+0	Hide columns.
Ctrl+Shift+)	Unhide columns.

Previewing and Printing	
Invoking	Will:
Arrow keys	Move around the page when zoomed in.
Page Up or Page Down	Move by one page when zoomed out.
Ctrl+Up Arrow or Ctrl+LEFT Arrow	Move to the first page when zoomed out.
Ctrl+Down Arrow or Ctrl+RIGHT Arrow	Move to the last page when zoomed out.
Ctrl+P or Ctrl+Shift+F12	Display the Print dialog box.

Worksheets, Charts, and Macros	
Invoking	Will:
Shift+F11 or Alt+Shift+F1	Insert a new worksheet.
F11 or Alt+F1	Create a chart that uses the current range.
Alt+F8	Display the Macro dialog box.
Alt+F11	Display the Visual Basic Editor.
Ctrl+F11	Insert a Microsoft Excel 4.0 macro sheet.
Ctrl+Page Down	Move to the next sheet in the workbook.
Ctrl+Page Up	Move to the previous sheet in the workbook.
Shift+Ctrl+Page Down	Select the current and next sheet in the workbook.
Shift+Ctrl+Page Up	Select the current and previous sheet in the workbook.