

# Keyboard shortcuts

## Which keys do you want to use?

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### Keys for working in Microsoft Office

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## Print a list of shortcut keys

1. If the **Contents** tab isn't visible, press ALT+C to display it.
2. Select the heading **Shortcut Keys**, press ALT+O, and then press P.
3. Click **Print the selected heading and all subtopics**.
4. Select the printing options you want.

## Accessibility for people with disabilities

Microsoft Excel contains features that make it easier for people who are blind or have low vision to read and for those with limited dexterity to write. Learn about [using accessibility features](#).

### What do you want to do?

[Change the magnification and color of text](#)

[Customize toolbars and menus](#)

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### Change the magnification and color of text

[Magnify or reduce the screen display](#)

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### Customize toolbars and menus

[Create a toolbar](#)

[Group related buttons and menus on a toolbar](#)

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## Use keyboard shortcuts

[Use shortcut keys](#)

[Print a list of shortcut keys](#)

## Automate entering and editing text and data

[Correct spelling and typing errors as you type](#)

[Quickly fill in repeated entries in a column](#)

# About accessibility for people with disabilities

## Change the magnification and color of text

You can [change the magnification](#) of your spreadsheet to make information easier to read on the screen. You can also [make toolbar buttons larger](#) so they're easier to see and use. If you use the [Microsoft IntelliMouse pointing device](#), you can scroll and zoom directly from the mouse instead of clicking buttons on the screen. For example, you can automatically scroll to the end of the document with just one mouse click. You can also [create a custom color palette](#) so that only colors you define are used.

In Help topics, you can [change the font and colors](#).

## Customize toolbars and menus

If you use only a subset of toolbar buttons and commands, you can [create a toolbar](#) that contains only those buttons and menus you use most often. You can also [group toolbar buttons and menu commands](#) together in a way that makes the most sense to you.

## Use keyboard shortcuts

Many features and commands are available directly [from the keyboard](#). You can also view and [print lists of all available shortcut keys](#).

## Automate entering and editing text and data

Microsoft Excel can [correct common spelling and typing errors](#) as you work and, when you type a few identifying characters, can [automatically complete recurring entries within a column](#).

## Customize the operating system

You can set or change system accessibility options. For example, with the Windows MouseKeys feature, you can use the numeric keypad to move the pointer and to click, double-click, and drag. On the Windows **Start** menu, point to **Settings**, and then click **Control Panel**. Double-click **Accessibility Options**, click the tab you want, and then select the options you want. For Help on an option, select the option, and then press SHIFT+F1.

## More information

More complete information about Microsoft services for people with disabilities is available in an appendix in *Discovering Microsoft Office 2000*. For example, you'll find information about how people who are deaf or hard-of-hearing can contact the Microsoft Sales and Information Center or Microsoft Support Network. You'll also find information about obtaining Microsoft documentation from Recording for the Blind, Inc., for people who have difficulty reading or handling printed documentation. This appendix also describes third-party hardware and software products that make personal computers easier to use by people with disabilities, and it lists organizations to contact for additional information.

If you have access to the World Wide Web, you can learn more about [using accessibility features](#) that are included in Microsoft operating systems and other Microsoft products.

## Keys for moving and scrolling in a worksheet or workbook

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

[Keys for moving and scrolling in a worksheet or workbook](#)

[Keys for moving in a worksheet with End mode on](#)

[Keys for moving in a worksheet with SCROLL LOCK on](#)

## Keys for moving and scrolling in a worksheet or workbook

Press	To
Arrow keys	Move one cell up, down, left, or right
CTRL+arrow key	Move to the edge of the current <a href="#">data region</a>
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, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1
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 <a href="#">workbook that has been split</a>
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 <b>Go To</b> dialog box
SHIFT+F5	Display the <b>Find</b> dialog box
SHIFT+F4	Repeat the last <b>Find</b> action (same as <b>Find Next</b> )
TAB	Move between unlocked cells on a protected worksheet

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## Keys for moving in a worksheet with End mode on

Press	To
END	Turn <a href="#">End mode</a> 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, which is the cell at the intersection of the rightmost used column and the bottom-most used row (in the lower-right corner), or the cell opposite the home cell, which is typically A1
END, ENTER	Move to the last cell to the right in the current row that is not blank; unavailable if you have selected the <b>Transition</b>

**navigation keys** check box on the **Transition** tab (**Tools** menu, **Options** command)

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## Keys for moving in a worksheet with SCROLL LOCK on

Press	To
SCROLL LOCK	Turn <a href="#">SCROLL LOCK</a> 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

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**Tip** When you use scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to preserve your selection while you scroll through the worksheet, turn on SCROLL LOCK first.

## Keys for previewing and printing a document

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Press	To
CTRL+P or CTRL+SHIFT+F12	Display the <b>Print</b> dialog box

## Work in print preview

Press	To
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

## Keys for working with worksheets, charts, and macros

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Press	To
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 <b>Macro</b> 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

## Keys for entering data

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

[Keys for entering data on a worksheet](#)

[Keys for working in cells or the formula bar](#)

### Keys for entering data on a worksheet

<b>Press</b>	<b>To</b>
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 delete the 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

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## Keys for working in cells or the formula bar

<b>Press</b>	<b>To</b>
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an <a href="#">array formula</a>
ESC	Cancel an entry in the cell or <a href="#">formula bar</a>
CTRL+A	Display the <a href="#">Formula Palette</a> after you type a function name

	in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function after you type a function name in a formula
CTRL+K	Insert a hyperlink
ENTER (in a cell with a hyperlink)	Activate a hyperlink
F2	Edit the active cell and position the insertion point at the end of the line
F3	Paste a defined <a href="#">name</a> 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
= (equal sign)	Start a formula
ALT+= (equal sign)	Insert the AutoSum formula
CTRL+; (semicolon)	Enter the date
CTRL+SHIFT+: (colon)	Enter the time
CTRL+SHIFT+" (quotation mark)	Copy the value from the cell above the active cell into the cell or the formula bar
CTRL+` (single left quotation mark)	Alternate between displaying cell values and displaying cell formulas
CTRL+' (apostrophe)	Copy a formula from the cell above the active cell into the cell or the formula bar
ALT+DOWN ARROW	Display the AutoComplete list

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## Keys for formatting data

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Press	To
ALT+' (apostrophe)	Display the <b>Style</b> dialog box

CTRL+1	Display the <b>Format Cells</b> dialog box
CTRL+SHIFT+~	Apply the General number format
CTRL+SHIFT+\$	Apply the Currency format with two decimal places (negative numbers appear in parentheses)
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+( (opening parenthesis)	Unhide rows
CTRL+0 (zero)	Hide columns
CTRL+SHIFT+) (closing parenthesis)	Unhide columns

## Keys for editing data

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

[Keys for editing data](#)

[Keys for inserting, deleting, and copying a selection](#)

[Keys for moving within a selection](#)

## Keys for editing data

Press	To
F2	Edit the active cell and put the insertion point at the end of the line
ESC	Cancel an entry in the cell or <a href="#">formula bar</a>
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit the cell contents
F3	Paste a defined <a href="#">name</a> into a formula
ENTER	Complete a cell entry
CTRL+SHIFT+ENTER	Enter a formula as an <a href="#">array formula</a>
CTRL+A	Display the <a href="#">Formula Palette</a> after you type a function name in a formula
CTRL+SHIFT+A	Insert the argument names and parentheses for a function, after you type a function name in a formula
F7	Display the <b>Spelling</b> dialog box

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## Keys for inserting, deleting, and copying a selection

Press	To
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

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## Keys for moving within a selection

Press	To
ENTER	Move from top to bottom within the selection (down), or move in the direction that is selected on the <b>Edit</b> tab ( <b>Tools</b> menu, <b>Options</b> command)
SHIFT+ENTER	Move from bottom to top within the selection (up), or move opposite to the direction that is selected on the <b>Edit</b> tab ( <b>Tools</b> menu, <b>Options</b> command)
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

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## Keys for selecting data and cells

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

[Keys for selecting cells, columns, or rows](#)

[Keys for extending the selection with End mode on](#)

[Keys for selecting cells that have special characteristics](#)

## Keys for selecting cells, columns, or rows

Press	To
CTRL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)

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 (lower-right corner)
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 <b>Standard</b> toolbar
F8	Turn on extending a selection by using the arrow keys
SHIFT+F8	Add another range of cells to the selection; or use the arrow keys to move to the start of the range you want to add, and then press F8 and the arrow keys to select the next range
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

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**Tip** When you use the scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK turned off, your selection moves the distance you scroll. If you want to keep the same selection as you scroll, turn on SCROLL LOCK first.

## Keys for extending the selection with End mode on

Press	To
END	Turn <a href="#">End mode</a> on or off

END, SHIFT+arrow key	Extend the selection to the last nonblank 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 (lower-right corner)
END, SHIFT+ENTER	Extend the selection to the last cell in the current row. This keystroke is unavailable if you selected the <b>Transition navigation keys</b> check box on the <b>Transition</b> tab ( <b>Tools</b> menu, <b>Options</b> command).

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## Keys for selecting cells that have special characteristics

Press	To
CTRL+SHIFT+* (asterisk)	Select the current region around the active cell (the current region is a data area enclosed by blank rows and blank columns)
CTRL+/ /	Select the current <a href="#">array</a> , which is the array that the active cell belongs to
CTRL+SHIFT+O (the letter 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. You must select the row starting with the active cell.
CTRL+SHIFT+	Select cells in a column that don't match the value in the active cell in that column. You must select the column starting with the active cell.
CTRL+[ (opening bracket)	Select only cells that are directly referred to by formulas in the selection
CTRL+SHIFT+{ (opening brace)	Select all cells that are directly or indirectly referred to by formulas in the selection
CTRL+] (closing bracket)	Select only cells with formulas that refer directly to the active cell
CTRL+SHIFT+} (closing brace)	Select all cells with formulas that refer directly or indirectly to the active cell
ALT+; (semicolon)	Select only visible cells in the current selection

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# Keys for selecting charts and chart items

## Keys for selecting a chart sheet

Press	To
CTRL+PAGE DOWN	Select the next sheet in the workbook, until the chart sheet you want is selected
CTRL+PAGE UP	Select the previous sheet in the workbook, until the chart sheet you want is selected

## Keys for selecting an embedded chart

**Note** The **Drawing** toolbar must already be displayed.

1. Press F10 to make the menu bar active.
2. Press CTRL+TAB or CTRL+SHIFT+TAB to select the **Drawing** toolbar.
3. Press the RIGHT ARROW key to select the **Select Objects**  button on the **Drawing** toolbar.
4. Press CTRL+ENTER to select the first object.
5. Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the embedded chart you want to select.
6. Press CTRL+ENTER to make the chart active.

## Keys for selecting chart items

Press	To
DOWN ARROW	Select the previous group of items
UP ARROW	Select the next group of items
RIGHT ARROW	Select the next item within the group
LEFT ARROW	Select the previous item within the group

There are also [keys to use with PivotChart reports](#).

## Keys to use with databases and lists

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

[Keys for working with a data form](#)

[Keys for using AutoFilter](#)

## Keys for working with a data form

Press	To
ALT+ <i>key</i> , where <i>key</i> is the underlined letter in the field or command name	Select a field or a command button
DOWN ARROW	Move to the same field in the next record
UP ARROW	Move to the same field in the previous record
TAB	Move to the next field you can edit in the record
SHIFT+TAB	Move to the previous field you can edit in the record
ENTER	Move to the first field in the next record
SHIFT+ENTER	Move to the first field in the previous record
PAGE DOWN	Move to the same field 10 records forward
CTRL+PAGE DOWN	Move to a new record
PAGE UP	Move to the same field 10 records back
CTRL+PAGE UP	Move to the first record
HOME or END	Move to the beginning or end of a field
SHIFT+END	Extend a selection to the end of a field
SHIFT+HOME	Extend a selection to the beginning of a field
LEFT ARROW or RIGHT ARROW	Move one character left or right within a field
SHIFT+LEFT ARROW	Select the character to the left
SHIFT+RIGHT ARROW	Select the character to the right

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## Keys for using AutoFilter

Press	To
Arrow keys to select the cell that contains the column label, and then press ALT+DOWN ARROW	Display the AutoFilter list for the current column
DOWN ARROW	Select the next item in the AutoFilter list
UP ARROW	Select the previous item in the AutoFilter list
ALT+UP ARROW	Close the AutoFilter list for the current column
HOME	Select the first item ( <b>All</b> ) in the AutoFilter list
END	Select the last item in the AutoFilter list
ENTER	Filter the list by using the selected item in the AutoFilter list

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## Keys for outlining data

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Press	To
ALT+SHIFT+RIGHT ARROW	Group rows or columns
ALT+SHIFT+LEFT ARROW	Ungroup rows or columns
CTRL+8	Display or hide outline symbols
CTRL+9	Hide selected rows
CTRL+SHIFT+( (opening parenthesis)	Unhide selected rows
CTRL+0 (zero)	Hide selected columns
CTRL+SHIFT+) (closing parenthesis)	Unhide selected columns

## Keys to use with PivotTable and PivotChart reports

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists:

[Keys for the PivotTable and PivotChart Wizard](#)

[Keys for page fields in a PivotTable or PivotChart report](#)

[Keys for laying out a PivotTable or PivotChart report](#)

[Keys for grouping and ungrouping PivotTable items](#)

## Keys for the PivotTable and PivotChart Wizard

Press	To
UP ARROW or DOWN ARROW	Select the previous or next field button in the list
LEFT ARROW or RIGHT ARROW	Select the field button to the left or right in a multicolumn field button list
ALT+C	Move the selected field into the Column area
ALT+D	Move the selected field into the Data area
ALT+L	Display the <b>PivotTable Field</b> dialog box
ALT+P	Move the selected field into the Page area
ALT+R	Move the selected field into the Row area

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## Keys for page fields in a PivotTable or PivotChart report

Press	To
CTRL+SHIFT+* (asterisk)	Select the entire PivotTable report
Arrow keys to select the cell that contains the field, and then ALT+DOWN ARROW	Display the list for the current field in a PivotTable report
Arrow keys to select the page field in a PivotChart report, and then ALT+DOWN ARROW	Display the list for the current page field in a PivotChart report
UP ARROW	Select the previous item in the list

DOWN ARROW	Select the next item in the list
HOME	Select the first visible item in the list
END	Select the last visible item in the list
ENTER	Display the selected item
SPACEBAR	Select or clear a check box in the list

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## Keys for laying out a PivotTable or PivotChart report

1. Press F10 to make the menu bar active.
2. Press CTRL+TAB or CTRL+SHIFT+TAB to select the **PivotTable** toolbar.
3. Press the LEFT ARROW or RIGHT ARROW key to select the menu to the left or right or, when a submenu is visible, to switch between the main menu and submenu.
4. Press ENTER (on a field button) and the DOWN ARROW and UP ARROW keys to select the area you want to move the selected field to.

**Note** To scroll to the top or bottom of the field list, press ENTER on the **More Fields**  or  button.

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## Keys for grouping and ungrouping PivotTable items

Press	To
ALT+SHIFT+RIGHT ARROW	Group selected PivotTable items
ALT+SHIFT+LEFT ARROW	Ungroup selected PivotTable items

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## Keys to use with the OLAP Cube Wizard

Use these keys to complete Step 2 in the OLAP Cube Wizard.

### To move a field from the Source fields list to the Dimensions box

1. Press the TAB key to select the **Source fields** list.
2. Press the UP ARROW or DOWN ARROW key to select the field you want to move.

Because you cannot change the order of a field after you move it, select first the field you want to appear at the top of the **Dimensions** box.

3. Press the TAB key to select the > button, and then press ENTER.
4. To move other fields, repeat steps 1 through 3.

## To move a field to a lower or higher level in the Dimensions box

1. Press the TAB key to select the **Dimensions** box.
2. Press the UP ARROW or DOWN ARROW key to select the field you want to move.
3. Press CTRL+X.
4. Press the UP ARROW or DOWN ARROW key to select where you want to move the field.
5. Press CTRL+V.

## Keys for menus and toolbars

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Press	To
F10 or ALT	Make the menu bar active, or close a visible menu and submenu at the same time
TAB or SHIFT+TAB (when a toolbar is active)	Select the next or previous button or menu on the toolbar
CTRL+TAB or CTRL+SHIFT+TAB (when a toolbar is active)	Select the next or previous toolbar
ENTER	Open the selected menu, or perform the action assigned to the selected button
SHIFT+F10	Show a <a href="#">shortcut menu</a>
ALT+SPACEBAR	Show the program icon menu (on the program title bar)
DOWN ARROW or UP ARROW (with	

the menu or submenu displayed)	Select the next or previous command on the menu or submenu
LEFT ARROW or RIGHT ARROW	Select the menu to the left or right or, with a submenu visible, switch between the main menu and the submenu
HOME or END	Select the first or last command on the menu or submenu
ESC	Close the visible menu or, with a submenu visible, close the submenu only
CTRL+DOWN ARROW	Display the full set of commands on a menu

**Tip** You can select any menu command on the menu bar or on a visible toolbar with the keyboard. To select the menu bar, press ALT. (Then to select a toolbar, press CTRL+TAB repeatedly until you select the toolbar you want.) Press the underlined letter in the menu name that contains the command you want. In the menu that appears, press the underlined letter in the command name that you want.

## Keys for windows, dialog boxes, and edit boxes

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

This topic lists shortcut keys for:

[Keys for windows](#)

[Keys for dialog boxes](#)

[Keys for edit boxes in dialog boxes](#)

### Keys for windows

In a window, press	To
ALT+TAB	Switch to the next program
ALT+SHIFT+TAB	Switch to the previous program
CTRL+ESC	Show the Windows <b>Start</b> menu
CTRL+W or CTRL+F4	Close the active workbook window
CTRL+F5	Restore the active workbook window size
F6	Move to the next pane in a <a href="#">workbook that has been split</a>
SHIFT+F6	Move to the previous pane in a workbook that has been split

CTRL+F6	Switch to the next workbook window
CTRL+SHIFT+F6	Switch to the previous workbook window
CTRL+F7	Carry out the <b>Move</b> command (workbook icon menu, menu bar), or use the arrow keys to move the window
CTRL+F8	Carry out the <b>Size</b> command (workbook icon menu, menu bar), or use the arrow keys to size the window
CTRL+F9	Minimize the workbook window to an icon
CTRL+F10	Maximize or restore the workbook window
PRTSCR	Copy the image of the screen to the Clipboard
ALT+PRINT SCREEN	Copy the image of the active window to the Clipboard

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## Keys for dialog boxes

In a dialog box, press	To
TAB	Move to the next option or option group
SHIFT+TAB	Move to the previous option or option group
CTRL+TAB or CTRL+PAGE DOWN	Switch to the next tab in a dialog box
CTRL+SHIFT+TAB or CTRL+PAGE UP	Switch to the previous tab in a dialog box
Arrow keys	Move between options in the active drop-down list box or between some options in a group of options
SPACEBAR	Perform the action assigned to the active button (the button with the dotted outline), or select or clear the active check box
Letter key for the first letter in the option name you want (when a drop-down list box is selected)	Move to an option in a drop-down list box
ALT+ <i>letter</i> , where <i>letter</i> is the key for the underlined letter in the option name	Select an option, or select or clear a check box
ALT+DOWN ARROW	Open the selected drop-down list box
ENTER	Perform the action assigned to the default command button in the dialog box (the button with the bold outline — often the <b>OK</b> button)

ESC Cancel the command and close the dialog box

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## Keys for edit boxes in dialog boxes





In an edit box, press	To
HOME	Move to the beginning of the entry
END	Move to the end of the entry
LEFT ARROW or RIGHT ARROW	Move one character to the left or right
CTRL+LEFT ARROW	Move one word to the left
CTRL+RIGHT ARROW	Move one word to the right
SHIFT+LEFT ARROW	Select or unselect one character to the left
SHIFT+RIGHT ARROW	Select or unselect one character to the right
CTRL+SHIFT+LEFT ARROW	Select or unselect one word to the left
CTRL+SHIFT+RIGHT ARROW	Select or unselect one word to the right
SHIFT+HOME	Select from the insertion point to the beginning of the entry
SHIFT+END	Select from the insertion point to the end of the entry

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## Keys for working with the Open and Save As dialog boxes

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Press	To
CTRL+F12 or CTRL+O	Display the <b>Open</b> dialog box
ALT+F2 or F12 or CTRL+S	Save the active workbook
ALT+SHIFT+F2 or SHIFT+F12	Display the <b>Save as</b> dialog box
ALT+1	Go to the previous folder (  )

ALT+2	Open the folder up one level from the open folder ( <b>Up One Level</b> button  )
ALT+3	Close the dialog box, and open your <a href="#">World Wide Web search page</a> ( <b>Search the Web</b> button  )
ALT+4	Delete the selected folder or file ( <b>Delete</b> button  )
ALT+5	Create a new subfolder in the open folder ( <b>Create New Folder</b> button  )
ALT+6	Switch between List, Details, Properties, and Preview views
ALT+7	Show the <b>Tools</b> menu ( <b>Tools</b> button)

## Keys for using the Office Assistant

Press	To
F1	Get Help. Displays the Assistant balloon if the <a href="#">Assistant is turned on</a> .
ALT+ <i>number</i> (ALT+1 is the first topic, ALT+2 is the second, and so on)	Select a Help topic from the list the Assistant displays
ALT+DOWN ARROW	See more Help topics
ALT+UP ARROW	See previous Help topics
ESC	Close an Assistant message or a tip

## Keys for sending e-mail messages

To use keys to send e-mail messages, you must configure Microsoft Outlook as your default e-mail program. If Outlook Express is your default e-mail program, you cannot use most of these keys to send e-mail messages.

**Note** To enlarge the Help window to fill the screen, press ALT+SPACEBAR and then press X. To restore the window to its previous size and location, press ALT+SPACEBAR and then press R. To print this topic, press ALT+O and then press P.

Press	To
SHIFT+TAB	Move to the e-mail message header. Cell A1 must be the active cell when you

press these keys.

ALT+S	Send the active spreadsheet as an e-mail message
CTRL+SHIFT+B	Open the Address Book
ALT+K	Check the names in the <b>To</b> , <b>Cc</b> , and <b>Bcc</b> boxes against the Address Book
ALT+PERIOD	Open the Address Book in the <b>To</b> box
ALT+C	Open the Address Book in the <b>Cc</b> box
ALT+B	Open the Address Book in the <b>Bcc</b> box
ALT+J	Go to the <b>Subject</b> box
ALT+P	Open the Outlook <b>Message Options</b> dialog box ( <b>View</b> menu, <b>Options</b> command in a message)
CTRL+SHIFT+G	Create a message flag

## Keys for working with drawing objects, AutoShapes, WordArt, and other objects

### Inserting drawing objects

[Insert an AutoShape](#)

[Insert a text box](#)

[Insert a WordArt object](#)

### Selecting drawing objects

[Select a drawing object](#)

### Editing drawing objects

[Rotate a drawing object](#)

[Change the size of a drawing object](#)


[Copy the attributes of a drawing object](#)

## Insert an AutoShape by using the keyboard

1. Press ALT+U to select the **AutoShapes** menu on the **Drawing** toolbar.
2. Use the arrow keys to move to the category of AutoShapes you want, and then press the RIGHT ARROW key.
3. Use the arrow keys to select the AutoShape you want.
4. Press CTRL+ENTER.

**Note** To edit the AutoShape, [select the AutoShape](#), and then [use the keyboard](#) to select **AutoShape** on the **Format** menu. Select the options you want on the available tabs.

## Insert a text box by using the keyboard

1. [Use the keyboard](#) to select the **Text Box**  button on the **Drawing** toolbar.
2. Press CTRL+ENTER.
3. Type the text you want in the text box.
4. When you finish typing and want to switch back to the worksheet, press ESC twice.

**Note** To format the text box (add a fill color or change the size, for example) [select the text box](#), select **Text Box** on the **Format** menu, and then select the options you want on the available tabs.


## Insert a WordArt object by using the keyboard

1. [Use the keyboard](#) to select **WordArt** (**Insert** menu, **Picture** submenu).
2. Use the arrow keys to select the WordArt style you want, and then press ENTER.
3. Type the text you want, and then use the TAB key to select other options in the dialog box.
4. Press ENTER to insert the WordArt object.

**Note** To edit the WordArt object, [select the object](#), select **WordArt** on the **Format** menu, and then select the options you want on the available tabs.

# Select a drawing object by using the keyboard

If your insertion point is on the worksheet, do the following:

1. Press F10 to make the menu bar active.
2. Press CTRL+TAB to select the **Drawing** toolbar.
3. Press the RIGHT ARROW key to select the **Select Objects**  button on the **Drawing** toolbar.
4. Press CTRL+ENTER to select the first drawing object.
5. Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

If your insertion point is within text in a drawing object, do the following:

- Press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

**Note** To switch from object selection mode back to working in cells, press ESC.

# Rotate a drawing object by using the keyboard

1. [Use the keyboard](#) to select the drawing object you want to rotate.
2. On the **Format** menu, select the command for the type of object selected — for example, **AutoShape** or **Text Box** — and then select the **Size** tab.
3. In the Rotation box, enter the amount of rotation you want.

# Change the size of a drawing object by using the keyboard

1. [Use the keyboard](#) to select the drawing object you want to resize.
2. On the **Format** menu, select the command for the type of object selected — for example, **AutoShape** or **Text Box** — and then choose the **Size** tab.

Select the options you want. For help on an option, select the option, and then press SHIFT+F1.




# Copy the attributes of a drawing object by using the keyboard

1. [Use the keyboard](#) to select the drawing object with the attributes you want to copy.

If you select an AutoShape with attached text, the look and style of the text as well as the attributes of the AutoShape are copied.

2. Press CTRL+SHIFT+C to copy the object attributes.
3. Press TAB or SHIFT+TAB to select the object you want to copy the attributes to.
4. Press CTRL+SHIFT+V to copy the attributes to the object.

## Lotus 1-2-3 keyboard equivalents

**Note** To enlarge the Help window to fill the screen, click **Maximize**  on the Help title bar. To restore the window to its previous size and location, click **Restore** . To print this topic, click **Print**  on the **Help** toolbar.

The default Microsoft Excel keyboard equivalents for Lotus 1-2-3 key commands are listed in the following table.

### Function key equivalents

Lotus 1-2-3	Excel
F1 (Help)	F1
F2 (Edit)	F2
F3 (Name)	F3
F4 (Absolute/relative)	F4
F5 (Go to)	F5
F6 (Next window)	CTRL+F6
F7 (Query)	Use the <b>AutoFilter</b> command ( <b>Tools</b> menu) to find rows in a list:  Press ALT, D, F, F to create an AutoFilter list. Select the cell that contains the column label, and then press ALT+DOWN ARROW to select a value in the AutoFilter list.
F8 (Table)	Tables recalculate automatically, unless you select the <b>Automatic</b>

**except tables** check box on the **Calculation** tab (**Tools** menu, **Options** command).

F9 (Calculate)

F9

F10 (Graph)




F11 or ALT+F1

## Navigation keys

Use the Excel keys unless you [use transition navigation keys](#).

Lotus 1-2-3	Excel
Up, Down	UP ARROW, DOWN ARROW
Left, Right	LEFT ARROW, RIGHT ARROW
End, Up	CTRL+UP ARROW or END+UP ARROW
End, Down	CTRL+DOWN ARROW or END+DOWN ARROW
End, Left	CTRL+LEFT ARROW or END+LEFT ARROW
End, Right	CTRL+RIGHT ARROW or END+RIGHT ARROW
Home	CTRL+HOME
Tab	CTRL+PAGE DOWN
Shift+Tab	CTRL+PAGE UP
PgUp, PgDn	PAGE UP or PAGE DOWN

## Transition navigation keys for Lotus 1-2-3

**Note** To enlarge the Help window to fill the screen, click **Maximize**  on the Help title bar. To restore the window to its previous size and location, click **Restore** . To print this topic, click **Print**  on the **Help** toolbar.

You can change the navigation keys in Microsoft Excel to move around the worksheet the same way as in Lotus 1-2-3. If you select the **Transition navigation keys** check box on the **Transition** tab (**Tools** menu, **Options** command), the following keyboard shortcuts are in effect.

## Navigation keys

Press

To move

SHIFT+TAB or CTRL+LEFT ARROW	One screen to the left
TAB or CTRL+RIGHT ARROW	One screen to the right
CTRL+PAGE DOWN	To the next sheet in a workbook
CTRL+PAGE UP	To the previous sheet in a workbook
HOME	To the first cell on the sheet (the cell in the upper-left corner)

## Text-alignment prefix characters

Use the following text-alignment prefix characters to assign alignment formats as you enter data in cells.

Press	To
' (apostrophe)	Left align data in the cell
" (quotation mark)	Right align data in the cell
^ (caret)	Center data within the cell
\ (backslash)	Repeat characters across the cell

**Note** When you enter cell references in formulas by selecting the cells, hidden columns are temporarily unhidden.