

In the Help task pane

F1 Display the Help task pane.
F6 Switch between the Help task pane and the active application.
TAB Select the next item in the Help task pane.
SHIFT+TAB Select the previous item in the Help task pane.
ENTER Perform the action for the selected item.
DOWN ARROW and UP ARROW In a Table of Contents, select the next and previous item, respectively.
RIGHT ARROW and LEFT ARROW In a Table of Contents, expand and collapse the selected item, respectively.
ALT+LEFT ARROW Move back to the previous task Pane.
ALT+RIGHT ARROW Move forward to the next task Pane.
CTRL+SPACEBAR Open the menu of Pane options.
CTRL+F1 Close and reopen the current task pane.
RIGHT ARROW Expand a +/- list.
LEFT ARROW Collapse a +/- list.

In the Help window

TAB Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
SHIFT+TAB Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
ENTER Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ALT+LEFT ARROW Move back to the previous Help topic.
ALT+RIGHT ARROW Move forward to the next Help topic.
CTRL+P Print the current Help topic.
UP ARROW AND DOWN ARROW Scroll small amounts up and down, respectively, within the currently-displayed Help topic.
PAGE UP AND PAGE DOWN Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.
ALT+U Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.
SHIFT+F10 Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

Display and use windows

ALT+TAB Switch to the next program.
ALT+SHIFT+TAB Switch to the previous program.
CTRL+ESC Display the Windows Start menu.
CTRL+W or CTRL+F4 Close the selected workbook window.
CTRL+F5 Restore the window size of the selected workbook window.
F6 Switch to the next pane in a worksheet that has been split (Window menu, Split command).
SHIFT+F6 Switch to the previous pane in a worksheet that has been split.
CTRL+F6 When more than one workbook window is open, switch to the next workbook window.
CTRL+SHIFT+F6 Switch to the previous workbook window.
CTRL+F7 When a workbook window is not maximized, perform the Move command (on the Control menu for the workbook window). Use the arrow keys to move the window, and when finished press ESC.
CTRL+F8 When a workbook window is not maximized, perform the Size command (on the Control menu for the workbook window). Use the arrow keys to resize the window, and when finished press ESC.
CTRL+F9 Minimize a workbook window to an icon.
CTRL+F10 Maximize or restore the selected workbook window.
PRTSCR Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN Copy a picture of the selected window to the Clipboard.

Access and use smart tags

ALT+SHIFT+F10 Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
DOWN ARROW Select the next item in a smart tag menu.
UP ARROW Select the previous item in a smart tag menu.
ENTER Perform the action for the selected item in a smart tag menu.
ESC Close the smart tag menu or message.

Access and use task panes

F6 Move to a <u>task pane</u> from another pane in the program window. (You may need to press F6 more than once.) Note: If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.
CTRL+TAB When a menu or toolbar is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
TAB or SHIFT+TAB When a task pane is active, select the next or previous option in the task pane
CTRL+SPACEBAR Display the full set of commands on the task pane menu
DOWN ARROW or UP ARROW Move among choices in a selected submenu; move among certain options in a group of options
SPACEBAR or ENTER Open the selected menu, or perform the action assigned to the selected button
SHIFT+F10 Open a shortcut menu; open a drop-down menu for the selected gallery item
HOME or END When a menu or submenu is visible, select the first or last command on the menu or submenu
PAGE UP or PAGE DOWN Scroll up or down in the selected gallery list
CTRL+HOME or CTRL+END Move to the top or bottom of the selected gallery list

Access and use menus and toolbars

F10 or ALT Select the menu bar, or close an open menu and submenu at the same time.
TAB or SHIFT+TAB When a toolbar is selected, select the next or previous button or menu on the toolbar.
CTRL+TAB or CTRL+SHIFT+TAB When a toolbar is selected, select the next or previous toolbar.
ENTER Open the selected menu, or perform the action for the selected button or command.
SHIFT+F10 Display the shortcut menu for the selected item.
ALT+SPACEBAR Display the Control menu for the Excel window.
DOWN ARROW or UP ARROW When a menu or submenu is open, select the next or previous command.

LEFT ARROW or RIGHT ARROW Select the menu to the left or right. When a submenu is open, switch between the main menu and the submenu.
HOME or END Select the first or last command on the menu or submenu.
ESC Close an open menu. When a submenu is open, close only the submenu.
CTRL+DOWN ARROW Display the full set of commands on a menu.
CTRL+7 Show or hide the Standard toolbar. Note You can select any menu command on the menu bar or on a displayed 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 that contains the command you want. In the menu that appears, press the underlined letter in the command that you want.

Resize and move toolbars and task panes

1. Press ALT to select the menu bar.
2. Press CTRL+TAB repeatedly to select the toolbar or task pane you want.
3. Do one of the following:

Resize a toolbar

1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
2. Select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the toolbar.

Move a toolbar

4. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
5. Select the **Move** command, and then press ENTER.
6. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

Resize a task pane

7. In the task pane, press CTRL+SPACE to display a menu of additional commands.
8. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
9. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

Use dialog boxes

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 an open drop-down list, or between options in a group of options.
SPACEBAR Perform the action for the selected button, or select or clear the selected check box. First letter of an option in a drop-down list Open the list if it is closed and move to that option in the list.
ALT+ the underlined letter in an option Select an option, or select or clear a check box.
ALT+DOWN ARROW Open the selected drop-down list.
ENTER Perform the action for the default command button in the dialog box (the button with the bold outline, often the OK button).
ESC Cancel the command and close the dialog box.

Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

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.

Use the Open, Save As, and Insert Picture dialog boxes

The Open, Insert Picture, and Save As dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the Use Dialog Boxes and Use Edit Boxes Within Dialog Boxes sections in the main Keyboard Shortcuts topic.) These dialog boxes also support the shortcuts below.

ALT+1 Go to the previous folder
ALT+2 Up One Level button: open the folder up one level above the open folder
ALT+3 Search the Web button: close the dialog box and open your Web search page
ALT+4 Delete button: delete the selected folder or file
ALT+5 Create New Folder button: create a new folder
ALT+6 Views button: switch among available folder views
ALT+7 or ALT+L Tools button: show the Tools menu
SHIFT+F10 Display a shortcut menu for a selected item such as a folder or file
TAB Move between options or areas in the dialog box
F4 or ALT+I Open the Look in list
F5 Refresh the file list

Keys for workbooks and worksheets

CTRL+P or CTRL+SHIFT+F12 Display the Print dialog box.
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Use the following keys in print preview (to get to print preview, press ALT+F, then press V

ARROW KEYS Move around the page when zoomed in.
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PAGE UP or PAGE DOWN Move by one page when zoomed out.
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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.
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Work with worksheets

SHIFT+F11 or ALT+SHIFT+F1 Insert a new worksheet.

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. To cancel selection of multiple sheets, press CTRL+PAGE DOWN or, to select a different sheet, press CTRL+PAGE UP .

SHIFT+CTRL+PAGE UP Select the current and previous sheet.
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ALT+O H R Rename the current sheet (Format menu, Sheet submenu, Rename command).

ALT+E M Move or copy the current sheet (Edit menu, Move or Copy Sheet command).
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ALT+E L Delete the current sheet (Edit menu, Delete Sheet command).
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Move and scroll within worksheets

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, in the bottom-most used row of the rightmost used column.

PAGE DOWN Move down one screen.
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PAGE UP Move up one screen.
ALT+PAGE DOWN Move one screen to the right.
ALT+PAGE UP Move one screen to the left.
F6 Switch to the next pane in a worksheet that has been split (Window menu, Split command).
SHIFT+F6 Switch to the previous pane in a worksheet 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 (same as Find Next).
TAB Move between unlocked cells on a protected worksheet.

Move within a selected range

ENTER Move from top to bottom within the selected range.
SHIFT+ENTER Move from bottom to top within the selected range.
TAB Move from left to right within the selected range. If cells in a single column are selected, move down.
SHIFT+TAB Move from right to left within the selected range. If cells in a single column are selected, move up.
CTRL+PERIOD Move clockwise to the next corner of the selected range.
CTRL+ALT+RIGHT ARROW In nonadjacent selections, switch to the next selection to the right.
CTRL+ALT+LEFT ARROW Switch to the next nonadjacent selection to the left.

Note: You can change the direction of movement after pressing **ENTER** or **SHIFT+ENTER**: press **ALT+T** and then O (Tools menu, Options command), press **CTRL+TAB** until the Edit tab is selected, and then change the Move selection after Enter settings.

Move and scroll in End mode

END+ARROW key Move by one block of data within a row or column.
END+HOME Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.
END+ENTER Move to the rightmost nonblank cell in the current row. This key sequence does not work if you have turned on transition navigation keys (Tools menu, Options command, Transition tab).

Move and scroll with SCROLL LOCK on

When you use scrolling keys (such as PAGE UP and PAGE DOWN) with SCROLL LOCK off, cell selection moves the distance you scroll. To scroll without changing which cells are selected , turn on SCROLL LOCK first.

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.

Keys for selecting data and cells

Select cells, rows and columns, and objects

CTRL+SPACEBAR Select the entire column.
SHIFT+SPACEBAR Select the entire row.
CTRL+A Select the entire worksheet.
SHIFT+BACKSPACE With multiple cells selected, select only the active cell.
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.

Select cells with specific characteristics

CTRL+SHIFT+* Select the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable report, select the entire PivotTable report.
CTRL+/** Select the array containing the active cell.
CTRL+SHIFT+O (the letter O) Select all cells that contain comments.
CTRL+/** In a selected row, select the cells that don't match the value in the active cell.
CTRL+SHIFT+ In a selected column, select the cells that don't match the value in the active cell.
CTRL+[(opening bracket) Select all cells directly referenced by formulas in the selection.
CTRL+SHIFT+{ (opening brace) Select all cells directly or indirectly referenced by formulas in the selection.
CTRL+]** (closing bracket) Select cells that contain formulas that directly reference the active cell.
CTRL+SHIFT+} (closing brace) Select cells that contain formulas that directly or indirectly reference the active cell.
ALT+; ; Select the visible cells in the current selection.

Extend a selection

F8 Turn extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys extend the selection.
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.
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).
SHIFT+PAGE DOWN Extend the selection down one screen.
SHIFT+PAGE UP Extend the selection up one screen.
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 used cell on the worksheet (lower-right corner).
END+SHIFT+ENTER Extend the selection to the last cell in the current row. This key sequence does not work if you have turned on transition navigation keys (Tools menu, Options command, Transition tab).
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.

Keys for entering, editing, formatting, and calculating data

Enter data

ENTER Complete a cell entry and select the cell below.
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 select the previous cell above.
TAB Complete a cell entry and select the next cell to the right.
SHIFT+TAB Complete a cell entry and select the previous cell to the left.
ESC Cancel a cell entry.
HOME Move to the beginning of the line.
F4 or CTRL+Y Repeat the last action.
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.
CTRL+K Insert a hyperlink.
CTRL+; (semicolon) Enter the date.
CTRL+SHIFT+: (colon) Enter the time.
ALT+DOWN ARROW Display a drop-down list of the values in the current column of a range.
CTRL+Z Undo the last action.

Enter and calculate formulas

= (equal sign) Start a formula.
F2 Move the insertion point into the Formula Bar when editing in a cell is turned off.
BACKSPACE In the Formula Bar, delete one character to the left.
ENTER Complete a cell entry from the cell or Formula Bar.
CTRL+SHIFT+ENTER Enter a formula as an array formula.
ESC Cancel an entry in the cell or Formula Bar.
SHIFT+F3 In a formula, display the Insert Function dialog box.
CTRL+A When the insertion point is to the right of a function name in a formula, display the Function Arguments dialog box.
CTRL+SHIFT+A When the insertion point is to the right of a function name in a formula, insert the argument names and parentheses.
F3 Paste a defined name into a formula.
ALT+= (equal sign) Insert an AutoSum formula with the SUM function.
CTRL+SHIFT+" (quotation mark) Copy the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+' (apostrophe) Copies a formula 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 formulas.
F9 Calculate all worksheets in all open workbooks. When a portion of a formula is selected, calculate the selected portion. You can then press ENTER or CTRL+SHIFT+ENTER (for array formulas) to replace the selected portion with the calculated value.
SHIFT+F9 Calculate the active worksheet.
CTRL+ALT+F9 Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
CTRL+ALT+SHIFT+F9 Rechecks dependent formulas and then calculates all cells in all open workbooks, including cells not marked as needing to be calculated.

Edit data

F2 Edit the active cell and position the insertion point at the end of the cell contents.
ALT+ENTER Start a new line in the same cell.
BACKSPACE Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents.
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.
F7 Display the Spelling dialog box.
SHIFT+F2 Edit a cell comment.
ENTER Complete a cell entry and select the next cell below.
CTRL+Z Undo the last action.
ESC Cancel a cell entry.
CTRL+SHIFT+Z When the AutoCorrect Smart Tags is displayed, undo or redo the last automatic correction.

Insert, delete, and copy cells

CTRL+C Copy the selected cells.
CTRL+C , immediately followed by another CTRL+C Display the Microsoft Office Clipboard (multiple copy and paste).
CTRL+X Cut the selected cells.
CTRL+V Paste copied cells.
DELETE Clear the contents of the selected cells.
CTRL+HYPHEN Delete the selected cells.
CTRL+SHIFT+PLUS SIGN Insert blank cells.

Format data

ALT+' (apostrophe) 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 (negative numbers 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 AM or PM.
CTRL+SHIFT+! Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+B Apply or remove bold formatting.
CTRL+I Apply or remove italic formatting.
CTRL+U Apply or remove underlining.
CTRL+5 Apply or remove strikethrough.
CTRL+9 Hide the selected rows.
CTRL+SHIFT+((opening parenthesis) Unhide any hidden rows within the selection.
CTRL+0 (zero) Hide the selected columns.
CTRL+SHIFT+) (closing parenthesis) Unhide any hidden columns within the selection.
CTRL+SHIFT+& Apply the outline border to the selected cells.
CTRL+SHIFT+_ Remove the outline border from the selected cells.

Use the Border tab in the Format Cells dialog box

Press CTRL+1 to display this dialog box.
ALT+T Apply or remove the top border.
ALT+B Apply or remove the bottom border.
ALT+L Apply or remove the left border.
ALT+R Apply or remove the right border.
ALT+H If cells in multiple rows are selected, apply or remove the horizontal divider.
ALT+V If cells in multiple columns are selected, apply or remove the vertical divider.
ALT+D Apply or remove the downward diagonal border.
ALT+U Apply or remove the upward diagonal border.

Keys for filtering, outlining, and managing ranges

Use data forms (Data menu, Form command)

DOWN ARROW Move to the same field in the next record.
UP ARROW Move to the same field in the previous record.
TAB and SHIFT+TAB Move to each field in the record, then to each command button.
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 Start a new, blank 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 selection to the end of a field.
SHIFT+HOME Extend 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 within a field.
SHIFT+RIGHT ARROW Select the character to the right within a field.

Filter ranges (Data menu, AutoFilter command)

ALT+DOWN ARROW In the cell that contains the drop-down arrow, displays the AutoFilter list for the current column.
DOWN ARROW Selects the next item in the AutoFilter list.
UP ARROW Selects the previous item in the AutoFilter list.
ALT+UP ARROW Closes the AutoFilter list for the current column.
HOME Selects the first item (All) in the AutoFilter list.
END Selects the last item in the AutoFilter list.
ENTER Filters the range based on the item selected from the AutoFilter list.

Show, hide, and outline data

ALT+SHIFT+RIGHT ARROW Groups rows or columns.
ALT+SHIFT+LEFT ARROW Ungroups rows or columns.
CTRL+8 Displays or hides the outline symbols.
CTRL+9 Hides the selected rows.
CTRL+SHIFT+((opening parenthesis) Unhides any hidden rows within the selection.
CTRL+0 (zero) Hides the selected columns.
CTRL+SHIFT+) (closing parenthesis) Unhides any hidden columns within the selection.

Keys for PivotTable and PivotChart reports

Lay out a report onscreen

Press **F10** to make the menu bar active.

Press **CTRL+TAB** or **CTRL+SHIFT+TAB** to make the PivotTable Field List active.

Press the **DOWN ARROW** or **UP ARROW** key to select the field you want. Press **RIGHT ARROW** or **LEFT ARROW** to open or close a field that can be expanded.

Press **TAB** to select the Add To list, and then press **DOWN ARROW** to open the list.

Press **DOWN ARROW** or **UP ARROW** to select the area where you want to move the field, and then press **ENTER**.

Press **TAB** to select the Add To button, and then press **ENTER**.

Use the **PivotTable and PivotChart Wizard – Layout** dialog box

To display this dialog box, press TAB until Layout is selected in Step 3 of the PivotTable and PivotChart Wizard.

UP ARROW or DOWN ARROW Selects the previous or next field button in the list on the right.
LEFT ARROW or RIGHT ARROW With two or more columns of field buttons, selects the button to the left or right.
ALT+R Moves the selected field into the Row area.
ALT+C Moves the selected field into the Column area.
ALT+D Moves the selected field into the Data area.
ALT+P Moves the selected field into the Page area.
ALT+L Displays the PivotTable Field dialog box for the selected field.

Display and hide items in a field

ALT+DOWN ARROW Displays the drop-down list for a field in a PivotTable or PivotChart report. Use the arrow keys to select the field.
UP ARROW Selects the previous item in the range.
DOWN ARROW Selects the next item in the range.
RIGHT ARROW For an item that has lower-level items available, displays the lower-level items.
LEFT ARROW For an item that has lower-level items displayed, hides the lower-level items.
HOME Selects the first visible item in the list.
END Selects the last visible item in the list.
ENTER Closes the list and displays the selected items.
SPACEBAR Checks, double-checks, or clears a check box in the list. Double-check selects both an item and all of its lower-level items.
TAB Switches between the list, the OK button, and the Cancel button.

Change the layout of a report

CTRL+SHIFT+* (asterisk) Selects an entire PivotTable report.
ALT+SHIFT+RIGHT ARROW Groups the selected items in a PivotTable field.
ALT+SHIFT+LEFT ARROW Ungroups grouped items in a PivotTable field.

Keys for charts

Create charts and select chart elements

F11 or ALT+F1 Creates a chart of the data in the current range.
CTRL+PAGE DOWN Selects a chart sheet: selects the next sheet in the workbook, until the chart sheet you want is selected.
CTRL+PAGE UP Selects a chart sheet: selects the previous sheet in the workbook, until the chart sheet you want is selected.
DOWN ARROW Select the previous group of elements in a chart.
UP ARROW Selects the next group of elements in a chart.
RIGHT ARROW Selects the next element within a group.
LEFT ARROW Selects the previous element within a group.

Select an embedded chart

Display the Drawing toolbar: Press **ALT+V**, press **T**, press **DOWN ARROW** until Drawing is selected, and then press **ENTER**.

Press **F10** to make the menu bar active.

Press **CTRL+TAB** or **CTRL+SHIFT+TAB** to select the Drawing toolbar.

Press the **RIGHT ARROW** key to select the Select Objects button on the Drawing toolbar.

Press **CTRL+ENTER** to select the first object.

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

Press **CTRL+ENTER** to make the chart active so that you can select elements within it.

Keys for drawing objects and other objects

When both the **Reviewing** and **Drawing** toolbars are onscreen, ALT+U switches between the **Review** command and the **AutoShapes** command, and ENTER performs the selected command.

Select a drawing object

When you're editing text in a drawing object, you can select the next or previous object by pressing **TAB** or **SHIFT+TAB**. Starting from a worksheet, do the following:

1. Press **F10**, press **CTRL+TAB** to select the Drawing toolbar, and then press **RIGHT ARROW** to select the Select Objects button.
2. Press **CTRL+ENTER** to select the first drawing object.
3. 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 an object is grouped, **TAB** selects the group, then each object within the group, and then the next object.

4. To switch back to the worksheet when an object is selected, press **ESC**.

Insert an AutoShape

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**.
5. To format the AutoShape, press **CTRL+1** to display the Format AutoShape dialog box.

Insert a text box

1. Press **F10**, press **CTRL+TAB** to select the Drawing toolbar, and then press **RIGHT ARROW** to select the Text Box button.
2. Press **CTRL+ENTER**.
3. Type the text you want in the text box.
4. Do one of the following:

To return to the worksheet when you are finished typing, press **ESC** twice.

To format the text box, press **ESC**, and then press **CTRL+1** to display the Format Text Box dialog box. When you finish formatting, press **ENTER**, and then press **ESC** to return to the worksheet.

Insert WordArt

1. Press **ALT+I**, then press **P**, then press **W** (Insert menu, Picture submenu, WordArt command).
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.
5. To format the WordArt object, use the tools on the Word Art toolbar, or press **CTRL+1** to display the Format WordArt dialog box.

Rotate a drawing object

1. Select the drawing object you want to rotate.
2. Press **CTRL+1** to display the **Format** menu for the object, and then press **CTRL+TAB** to select the **Size** tab.
3. Press **ALT+T** to select the **Rotation** box.
4. Use the arrow keys to select the amount of rotation you want.

Change the size of a drawing object

1. Select the drawing object you want to resize.
2. Press **CTRL+1** to display the Format menu for the object, and then press **CTRL+TAB** to select the Size tab.
3. Select the options you want to change the size.

Move a drawing object

1. Select the drawing object you want to move.
2. Press the arrow keys to move the object.
3. To position the object precisely, press CTRL+ an arrow key to move the object in one-pixel increments.

Copy drawing objects and their attributes

To make a copy of a drawing object, select the object and press CTRL+D. To copy attributes such as fill color and line style from one object to another, do the following:

1. Select the drawing object with the attributes you want to copy.

For AutoShapes with text, the text format is copied along with the other attributes.

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.

Keys for use with speech, e-mail, macros, and other languages

Use speech recognition and text-to-speech

CTRL Switches between command mode and dictation mode.
ESC Stops reading when text is being read aloud.

Send e-mail messages

To use keys to send e-mail messages, you must configure Microsoft Outlook as your default e-mail program. Most of these keys do not work with Outlook Express.

SHIFT+TAB When cell A1 is selected, moves to the Introduction box in the e-mail message header. In the message header, moves to the Subject, Bcc (if displayed), Cc, To, and From (if displayed) boxes, then to the address book for the Bcc, Cc, To, and From boxes, and then to cell A1.
ALT+S Sends the e-mail message.
CTRL+SHIFT+B Opens the Address Book.
ALT+O Opens the Options menu for access to the Options, Bcc Field, and From Field commands.
ALT+P Opens the Outlook Message Options dialog box (Options menu, Options command).
ALT+K Checks the names in the To, Cc, and Bcc boxes against the Address Book.
ALT+PERIOD Opens the Address Book for the To box.
ALT+C Opens the Address Book for the Cc box.
ALT+B If the Bcc box is displayed, opens the Address Book for the Bcc box.
ALT+J Goes to the Subject box.
CTRL+SHIFT+G Creates a message flag.
ALT+A Adds interactivity to the range or sheet being sent.

Work with macros

ALT+F8 Displays the Macro dialog box.
ALT+F11 Displays the Visual Basic Editor.
CTRL+F11 Inserts a Microsoft Excel 4.0 macro sheet.