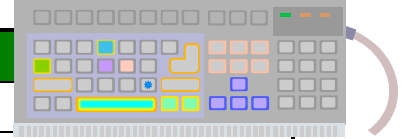




Microsoft Excel 2003

Keyboard Shortcuts

Moving & Selecting in a Worksheet



MOVING IN A WORKSHEET	
← → ↑ ↓	Move by one cell in the direction of the arrow.
Home	Moves to the beginning of the row.
Ctrl + Home	Moves to the beginning of the worksheet.
Ctrl + End	Moves to the last cell in your worksheet.
PageDown	Moves down one screen.
Page Up	Moves up one screen.
Alt + PageDown	Moves right one screen.
Alt + Page Up	Moves left one screen.
Ctrl + PageDown	Moves to the next sheet in the workbook.
Ctrl + Page Up	Moves to the previous sheet in the workbook.
Ctrl + ↑ or Ctrl + ↓	Moves up or down to the edge of current data region.
Ctrl + ← or Ctrl + →	Moves left or right to the edge of current data region.
F5 or Name box or Ctrl + G	Go To specified cell or range
Tab	Moves among unlocked cells in a protected worksheet.
SELECTING IN A WORKSHEET	
Click, Shift, Click	Click at beginning of range with mouse, SHIFT, click at end of range
Ctrl + Spacebar	Selects the entire column.
Shift + Spacebar	Selects the entire row.
Ctrl + A	Selects the entire worksheet.
Shift + ARROW key	Extends the selection by one cell.
Ctrl + Shift + ARROW key	Extends the selection to the edge of the current data region in the direction of the arrow.
Shift + Home	Extends the selection to the beginning of the row.
Ctrl + Shift + Home	Extends the selection to the beginning of the worksheet.
Ctrl + Shift + End	Extends the selection to the last cell in your worksheet.
Shift + PageDown	Extends the selection down one screen.
Shift + Page Up	Extends the selection up one screen.
Ctrl	Allows for multiple selection of non-contiguous cells
F8	Turns Extend Selection mode on or off. Use key combinations to select cells. (EXT mode indicator)
Shift + Bksp	Collapses the selection to the active cell.