

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.
PAGE DOWN	Moves down one screen.
PAGE UP	Moves up one screen.
ALT+PAGE DOWN	Moves right one screen.
ALT+PAGE UP	Moves left one screen.
CTRL+PAGE DOWN	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	
<i>Click</i> , SHIFT, <i>Click</i>	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+PAGE DOWN	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+BACKSPACE	Collapses the selection to the active cell.



Another valuable resource from:
Dawn Bjork Buzbee
The **Software Pro**
www.SoftwarePro.com