

### Move Between Worksheets

- CTRL + Page Up** Jump to the **previous** worksheet.
- CTRL + Page Down** Jump to the **next** worksheet.

### Select Rows and Columns

- SHIFT + [spacebar]** Select entire column
- CTRL + [spacebar]** Select entire row.

### Select Data Ranges

- CTRL + SHIFT + ↑** Selects **up** from the current cell to the top of the range.
- CTRL + SHIFT + ↓** Selects **down** from the current cell to the bottom of the range.
- CTRL + SHIFT + →** Selects **right** from the current cell to the edge of the range.
- CTRL + SHIFT + ←** Selects **left** from the current cell to the edge of the range.
- CTRL + \*** Selects the whole data set, in **all directions**, from the current cell until Excel hits the edge of the worksheet or a completely blank row and column.
- CTRL + a** Select the entire sheet.

### Navigate in a Worksheet

- | Press-                   | To move to-   |
|--------------------------|---|
| <b>↑, →, ↓, ←</b>        | One cell in the direction of the arrow  |
| <b>TAB</b>               | One cell to the right.  |
| <b>SHIFT + TAB</b>       | One cell to the left.   |
| <b>CTRL + ↑, →, ↓, ←</b> | To the last cell in the current range in the direction of the arrow or ← pressed. |

### Navigate in a Worksheet (cont)

- END** To the bottom right most cell on your screen. **\*\*SCROLL LOCK** must be on
- CTRL + END** To the last cell in your worksheet. The cell in the last used row and the right most used column.
- HOME** To the beginning of the row that contains the current active cell.
- CTRL + HOME** To the first cell in your worksheet. (A1)
- CTRL + PAGE UP** To the previous sheet in your workbook.
- CTRL + PAGE DOWN** To the next sheet in your workbook.

### How to read a keyboard shortcut

- +** Press these keys at the same time. Example - "A + B" would translate to "Press both the A and B key at the same time"
- ↑, →, ↓, ←** These are the arrow keys.
- SHIFT** The SHift key. Can be found on each side of the keyboard in the second row from the bottom.
- CTRL** The Ctrl key. Found in bottom corner of both sides of your keyboard.
- PAGE UP** The Page up button. Usually located in a cluster above the arrow keys.
- PAGE DOWN** The Page down button. Usually located in a cluster above the arrow keys.

### How to read a keyboard shortcut (cont)

- END** The End button. Usually located in a cluster above the arrow keys.
- HOME** The Home button. Usually located in a cluster above the arrow keys.
- ALT** The Alt Button. Located on either of your space bar.
- TAB** The Tab Button. Located above your Caps Lock key on the left side of your keyboard.
- \*** An Asterisk. Usually found in the top row of the 10 key pad or by pressing **SHIFT + '8'**
- [spacebar]** The spacebar. Bottom, middle of your keyboard. You can't miss it.