

Navigating in Worksheets and Selecting Cells

ctrl+shift++	Insert a new row or column (after the current row is selected with shift+space, or column is selected with ctrl+space)
arrow left, arrow right, arrow up, arrow down	Move one cell up, down, left, or right in a worksheet.
ctrl + arrow keys	Moves to the edge of the current data region
shift + arrow keys	Extends the selection of cells by one cell.
ctrl+shift+arrow keys	Extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell
backspace	Deletes one character to the left in the Formula Bar. Also clears the content of the active cell. In cell editing mode, it deletes the character to the left of the insertion point
delete	Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments. In cell editing mode, it deletes the character to the right of the insertion point.
end	Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on. Also selects the last command on the menu when a menu or submenu is visible.
ctrl+end	Moves to the last cell on a worksheet, in the lowest used row of the rightmost used column. If the cursor is in the formula bar, CTRL+END moves the cursor to the end of the text
ctrl+shift+end in worksheet	Extends the selection of cells to the last used cell on the worksheet (lower-right corner).
ctrl+shift+end in formula bar	Selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar.
enter	Completes a cell entry and selects the cell below
shift+enter	Completes a cell entry and selects the cell above.
ctrl+enter	Completes a cell entry and stays in the same cell
alt+enter	Starts a new line in the same cell
esc	Cancels an entry in the cell or Formula Bar. Closes an open menu or submenu, dialog box, or message window. It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the Ribbon and status bar again.
home	Moves to the beginning of a row in a worksheet. Moves to the cell in the upper-left corner of the window when scroll lock is turned on. Selects the first command on the menu when a menu or submenu is visible.

ctrl+home	Moves to the beginning of a worksheet.
ctrl+shift+home	Extends the selection of cells to the beginning of the worksheet
page down	Moves one screen down in a worksheet.
alt+page down	Moves one screen to the right in a worksheet.
ctrl+page down	Moves to the next sheet in a workbook.
ctrl+shift+page down	Selects the current and next sheet in a workbook
page up	Moves one screen up in a worksheet.
alt+page up	Moves one screen to the left in a worksheet.
ctrl+page up	Moves to the previous sheet in a workbook.
ctrl+shift+page up	Selects the current and previous sheet in a workbook
spacebar	In a dialog box, performs the action for the selected button, or selects or clears a check box.
ctrl+spacebar	Selects an entire column in a worksheet.
shift+spacebar	Selects an entire row in a worksheet.
ctrl+shift+spacebar	Selects the entire worksheet.
tab	Moves one cell to the right in a worksheet. Moves between unlocked cells in a protected worksheet. Moves to the next option or option group in a dialog box.
shift+tab	Moves to the previous cell in a worksheet or the previous option in a dialog box.
ctrl+tab	Switches to the next tab in dialog box
ctrl+shift+tab	Switches to the previous tab in a dialog box.
