Microsoft Excel 2002 Keyboard Shortcuts

ALT+' (apostrophe)	Display the Style dialog box.
ALT+ the underlined letter in an optn	Select an option, or select or clear a check box.
ALT+; (semicolon)	Select the visible cells in the current selection.
ALT+= (equal sign)	Insert an AutoSum formula with the SUM function.
ALT+0128	Enters the euro symbol.
ALT 0162	Enters the cent character in Microsoft Excel
ALT+0163	Enters the pound sterling character
ALT+0165	Enters the yen symbol
ALT+A	In Help, switch to the Answer Wizard tab.
ALT+A	Adds interactivity to the range or sheet being sent.
ALT B	Apply or remove the bottom border in Microsoft Excel.
ALT+B	If the Bcc box is displayed, opens the Address Book for the Bcc box.
ALT+C	In Help, switch to the Contents tab.
ALT+C	Moves the selected field into the Column area.
ALT+C	Opens the Address Book for the Cc box.
ALT+D	Apply or remove the downward diagonal border.
ALT+D	Moves the selected field into the Data area.
ALT+DOWN ARROW	Display more Help topics in the Assistant list
ALT DOWN ARROW	Open the selected drop-down list in Microsoft Excel.
ALT+DOWN ARROW	Display a drop-down list of the values in the current column of a list (list: A series of worksheet rows that contain related data, such as an invoice database or a set of client names and phone numbers. The first row of the list has labels for the columns.).
ALT+DOWN ARROW	In the cell that contains the drop-down arrow, displays the AutoFilter list for the current column.
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.
ALT+E L	Delete the current sheet (Edit menu, Delete Sheet command).
ALT+E M	Move or copy the current sheet (Edit menu, Move or Copy Sheet command).
ALT+ENTER	Start a new line in the same cell.
ALT ENTER	Start a new line in the same cell in Microsoft Excel.
ALT+F4	In the Help windows, close the Help window
ALT+H	If cells in multiple rows are selected, apply or remove the horizontal divider.
ALT+I	In Help, switch to the Index tab
ALT+J	Goes to the Subject box.
ALT+K	Checks the names in the To, Cc, and Bcc boxes against the Address Book.
ALT L	Apply or remove the left border in Microsoft Excel.
ALT+L	Displays the PivotTable Field dialog box for the selected field.
ALT+LEFT ARROW	Go to the previous Help topic
ALT+number	Select a Help topic from the list the Assistant displays. ALT+1 is the first topic, ALT+2 is the second, and so on.
ALT+O	In the Help windows, dsplay the Options menu to access any Help toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the Customize dialog box (point to Toolbars on the View menu and click Customize). To see more buttons, click Toolbar Options at the end of the toolbar.) command.
ALT+O	Opens the Options menu for access to the Options, Bcc Field, and From Field commands.
ALT+O H R	Rename the current sheet (Format menu, Sheet submenu, Rename command).
ALT+O, and then press B	In the Help windows, display the previously viewed topic
ALT+O, and then press F	In the Help windows, display the next topic in a previously displayed sequence of topics
ALT O, and then press H	In the Help windows, return to the specified home page in Microsoft Excel
ALT+O, and then press I	In the Help windows, open the Internet Options dialog box for Microsoft Internet Explorer, where you can change accessibility settings

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ALT+O, and then press P	In the Help windows, print all topics in a book or a selected topic only
ALT+O, and then press R	In the Help windows, refresh the topic (useful if you have linked to a Web page)
ALT+O, and then press S	In the Help windows, stop the Help window from opening a Help topic (useful if you want to stop a Web page from downloading)
ALT+O, and then press T	In the Help windows, hide or show the pane with the Contents, Answer Wizard, and Index tabs
ALT P	Moves the selected field into the Page area in Microsoft Excel.
ALT+P	Opens the Outlook Message Options dialog box (Options menu, Options command).
ALT+PAGE DOWN	Move one screen to the right.
ALT+PAGE UP	Move one screen to the left.
ALT+PERIOD	Opens the Address Book for the To box.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.
ALT R	Apply or remove the right border in Microsoft Excel.
ALT+R	Moves the selected field into the Row area.
ALT+RIGHT ARROW	Go to the next Help topic
ALT+S	Sends the e-mail message.
ALT+Shift+DOWN ARROW	Moves the pointer from the phonetic guides back to the parent string of characters.
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.
ALT Shift LEFT ARROW	Ungroups rows or columns in Microsoft Excel.
ALT+Shift+LEFT ARROW	Ungroups grouped items in a PivotTable field.
ALT+Shift+RIGHT ARROW	Groups rows or columns.
ALT+Shift+RIGHT ARROW	Groups the selected items in a PivotTable field.
ALT+Shift+TAB	Switch to the previous program.
ALT+Shift+UP ARROW	In Japanese text for which you've displayed phonetic guides, moves the pointer into the phonetic guides.
ALT+SPACEBAR	Display the Control menu for the Excel window.
ALT+T	Apply or remove the top border.
ALT+TAB	Switch to the next program.
ALT+U	Apply or remove the upward diagonal border.
ALT+UP ARROW	Display previous Help topics in the Assistant list
ALT UP ARROW	Closes the AutoFilter list for the current column in Microsoft Excel.
ALT+V	If cells in multiple columns are selected, apply or remove the vertical divider.
ALT+X	Pressed immediately after typing the hexadecimal code for a unicode character, converts the numbers to the character.
Arrow keys	Move between options in an open drop-down list, or between options in a group of options.
Arrow keys	Move around the page when zoomed in.
Arrow keys	Move one cell up, down, left, or right.
Arrow keys	Move one character up, down, left, or right in Microsoft Excel.
BACKSPACE	In the Formula Bar, delete one character to the left.
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents.
CTRL	Switches between command mode and dictation mode.
CTRL+' (apostrophe)	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+/	Select the array (array: Used to build single formulas that produce multiple results or that operate on a group of arguments that are arranged in rows and columns. An array range shares a common formula; an array constant is a group of constants used as an argument.) containing the active cell.
CTRL ; (semicolon)	Enter the date in Microsoft Excel.
CTRL+[(opening bracket)	Select all cells directly referenced by formulas in the selection.
CTRL+	In a selected row, select the cells that don't match the value in the active cell.
CTRL+] (closing bracket)	Select cells that contain formulas that directly reference the active cell.

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CTRL+` (single left quotation mark)	Alternate between displaying cell values and displaying formulas.
CTRL 0 (zero)	Hide the selected columns in Microsoft Excel.
CTRL+0 (zero)	Hides the selected columns.
CTRL+1	Display the Format Cells dialog box.
CTRL+5	Apply or remove strikethrough.
CTRL+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects.
CTRL+7	Show or hide the Standard toolbar.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hide the selected rows.
CTRL+9	Hides the selected rows.
CTRL+A	Select the entire Help topic
CTRL+A	Select the entire worksheet.
CTRL+A	When the insertion point is to the right of a function name in a formula, display the Function Arguments dialog box.
CTRL+ALT+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
CTRL ALT LEFT ARROW	Switch to the next nonadjacent selection to the left in Microsoft Excel.
CTRL+ALT+RIGHT ARROW	In nonadjacent selections, switch to the next selection to the right.
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.
CTRL+arrow key	Move to the edge of the current data region (data region: A range of cells that contains data and that is bounded by empty cells or worksheet borders.).
CTRL+B	Apply or remove bold formatting.
CTRL+BACKSPACE	Scroll to display the active cell.
CTRL+C	Copy the selected items to the Clipboard
CTRL+C	Copy the selected cells.
CTRL+C, immediately followed by another CTRL+C	Display the Microsoft Office Clipboard (multiple copy and paste).
CTRL+D	Fill down.
CTRL DELETE	Delete text to the end of the line in Microsoft Excel.
CTRL+DOWN ARROW	Display the full set of commands on the task pane menu
CTRL+DOWN ARROW	Display the full set of commands on a menu.
CTRL+DOWN ARROW or CTRL+RIGHT ARROW	Move to the last page when zoomed out.
CTRL+END	Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.
CTRL+ENTER	Fill the selected cell range with the current entry.
CTRL+ESC	Display the Windows Start menu.
CTRL F10	Maximize or restore the selected workbook window in Microsoft Excel.
CTRL+F3	Define a name.
CTRL+F5	Restore the window size of the selected workbook window.
CTRL+F6	When more than one workbook window is open, switch to the next 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 HOME	Move to the beginning of the worksheet in Microsoft Excel.
CTRL+HOME or CTRL+END	Move to the top or bottom of the selected gallery list
CTRL+HYPHEN	Delete the selected cells.
CTRL+I	Apply or remove italic formatting.

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CTRL+K	Insert a hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, an HTML page on the World Wide Web, or an HTML page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.).
CTRL+LEFT ARROW	Move one word to the left.
CTRL+LEFT Shift	Switches to left-to-right paragraph direction (the text must contain only neutral characters).
CTRL P	Print the current Help topic in Microsoft Excel
CTRL+P or CTRL+Shift+F12	Display the Print dialog box.
CTRL+PAGE DOWN	Move to the next sheet in the workbook.
CTRL+PAGE DOWN	Start a new, blank record.
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	Move to the previous sheet in the workbook.
CTRL PAGE UP	Move to the first record in Microsoft Excel.
CTRL+PAGE UP	Selects a chart sheet: selects the previous sheet in the workbook, until the chart sheet you want is selected.
CTRL+PERIOD	Move clockwise to the next corner of the selected range.
CTRL+R	Fill to the right.
CTRL+RIGHT ARROW	Move one word to the right.
CTRL+RIGHT Shift	Switches to right-to-left paragraph direction (the text must contain only neutral characters (neutral characters: Characters that do not have strong right-to-left or left-to-right language attributes. Numerals are an example of neutral characters.)).
CTRL+Shift+!	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+Shift+ (quotation mark)	Copy the value from the cell above the active cell into the cell or the Formula Bar.
CTRL Shift	#Apply the Date format with the day, month, and year in Microsoft Excel.
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 outline border to the selected cells.
CTRL+Shift+((opening parenthesis)	Unhide any hidden rows within the selection.
CTRL+Shift+((opening parenthesis)	Unhides any hidden rows within the selection.
CTRL+Shift+) (closing parenthesis)	Unhide any hidden columns within the selection.
CTRL+Shift+) (closing parenthesis)	Unhides any hidden columns within the selection.
CTRL+Shift+* (asterisk)	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+Shift+* (asterisk)	Selects an entire PivotTable report.
CTRL Shift : (colon)	Enter the time in Microsoft Excel
CTRL+Shift+@	Apply the Time format with the hour and minute, and AM or PM.
CTRL+Shift+^	Apply the Exponential number format with two decimal places.
CTRL+Shift+_	Remove the outline border from the selected cells.
CTRL+Shift+{ (opening brace)	Select all cells directly or indirectly referenced by formulas in the selection.
CTRL+Shift+|	In a selected column, select the cells that don't match the value in the active cell.
CTRL+Shift+} (closing brace)	Select cells that contain formulas that directly or indirectly reference the active cell.
CTRL Shift ~	Apply the General number format in Microsoft Excel.
CTRL+Shift+A	When the insertion point is to the right of a function name in a formula, insert the argument names and parentheses.
CTRL+Shift+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell.
CTRL+Shift+B	Opens the Address Book.
CTRL+Shift+END	Extend the selection to the last used cell on the worksheet (lower-right corner).
CTRL+Shift+ENTER	Enter a formula as an array formula (array formula: A formula that performs multiple calculations on one or more sets of values, and then returns either a single result or multiple results. Array formulas are enclosed between braces { }, and are entered by pressing CTRL+SHFT+ENTER.).

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CTRL+Shift+F3	Create names (name: A word or string of characters that represents a cell, range of cells, formula, or constant value. Use easy to understand names, such as Products to refer to hard to understand ranges, such as Sales!C20:C30.) from row and column labels.
CTRL+Shift+F6	Switch to the previous workbook window.
CTRL Shift G	Creates a message flag in Microsoft Excel.
CTRL+Shift+HOME	Extend the selection to the beginning of the worksheet.
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left.
CTRL+Shift+O (the letter O)	Select all cells that contain comments.
CTRL Shift PLUS SIGN	Insert blank cells in Microsoft Excel.
CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right.
CTRL+Shift+SPACEBAR	With an object selected, select all objects on a sheet.
CTRL+Shift+TAB or CTRL+PAGE UP	Switch to the previous tab in a dialog box.
CTRL+Shift+Z	When the AutoCorrect Smart Tags is displayed, undo or redo the last automatic correction.
CTRL SPACEBAR	Select the entire column in Microsoft Excel.
CTRL+TAB	In Help, switch to the next tab
CTRL+TAB	When a menu or toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, use the Customize dialog box (point to Toolbars on the View menu and click Customize). To see more buttons, click Toolbar Options at the end of the toolbar.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
CTRL+TAB or CTRL+PAGE DOWN	Switch to the next tab in a dialog box.
CTRL+TAB or CTRL+Shift+TAB	When a toolbar is selected, select the next or previous toolbar.
CTRL+U	Apply or remove underlining.
CTRL+UP ARROW or CTRL+LEFT ARROW	Move to the first page when zoomed out.
CTRL+V	Paste copied cells.
CTRL+W or CTRL+F4	Close the selected workbook window.
CTRL+X	Cut the selected cells.
CTRL Z	Undo the last action in Microsoft Excel.
CTRL+Z	Undo the last action.
DELETE	Delete the character to the right of the insertion point, or delete the selection.
DELETE	Clear the contents of the selected cells.
DOWN ARROW	In Help, select the next book or Help topic
DOWN ARROW	Select the next item in a smart tag menu.
DOWN ARROW	Move to the same field in the next record.
DOWN ARROW	Selects the next item in the AutoFilter list.
DOWN ARROW	Selects the next item in the list in Microsoft Excel.
DOWN ARROW	Select the previous group of elements in a chart.
DOWN ARROW or UP ARROW	Move among choices in a selected submenu; move among certain options in a group of options
DOWN ARROW or UP ARROW	When a menu or submenu is open, select the next or previous command.
END	Move to the end of the entry.
END	Move to the cell in the lower-right corner of the window.
END	Selects the last item in the AutoFilter list.
END	Selects the last visible item in the list.
END key	Turn End mode on or off in Microsoft Excel.
END+arrow key	Move by one block of data within a row or 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).
END+HOME	Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.
END+Shift+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell.
END+Shift+ENTER	Extend the selection to the last cell in the current row. This key sequence does not work if you have

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	turned on transition navigation keys (Tools menu, Options command, Transition tab).
END+Shift+HOME	Extend the selection to the last used cell on the worksheet (lower-right corner).
ENTER	In the Help windows, perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ENTER	In Help, open a selected book or Help topic in Microsoft Excel
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ENTER	Perform the action for the selected item in a smart tag menu.
ENTER	Open the selected menu, or perform the action for the selected button or command.
ENTER	Perform the action for the default command button in the dialog box (the button with the bold outline, often the OK button).
ENTER	Move from top to bottom within the selected range in Microsoft Excel.
ENTER	Complete a cell entry and select the cell below.
ENTER	Complete a cell entry from the cell or Formula Bar.
ENTER	Complete a cell entry and select the next cell below.
ENTER	Move to the first field in the next record.
ENTER	Filters the list based on the item selected from the AutoFilter list.
ENTER	Closes the list and displays the selected items.
ENTER (in a cell with a hyperlink)	Activate a hyperlink in Microsoft Excel.
ESC	Close an Assistant message or a tip
ESC	Close the smart tag menu or message.
ESC	Close an open menu. When a submenu is open, close only the submenu.
ESC	Cancel the command and close the dialog box.
ESC	Cancel a cell entry.
ESC	Cancel an entry in the cell or Formula Bar.
ESC	Cancel a cell entry in Microsoft Excel
ESC	Stops reading when text is being read aloud.
F1	Display the Assistant balloon (if the Assistant is turned off, F1 opens the Help window)
F1	Display the Help window if the Assistant is turned off (if the Assistant is turned on, F1 displays the Assistant balloon).
F10 or ALT	Select the menu bar (menu bar: The horizontal bar below the title bar that contains the names of menus. A menu bar can be the built-in menu bar or a custom menu bar.), or close an open menu and submenu at the same time.
F11 or ALT+F1	Creates a chart of the data in the current range.
F2	Move the insertion point into the Formula Bar when editing in a cell is turned off.
F2	Edit the active cell and position the insertion point at the end of the cell contents.
F3	Paste a defined name (name: A word or string of characters that represents a cell, range of cells, formula, or constant value. Use easy to understand names, such as Products to refer to hard to understand ranges, such as Sales!C20:C30.) into a formula.
F4 or ALT+I	Open the Look in list
F4 or CTRL Y	Repeat the last action in Microsoft Excel.
F5	Refresh the file list
F5	Display the Go To dialog box.
F6	In the Help windows, switch between the Help topic and the Contents, Answer Wizard, Index pane (pane: A portion of the document window bounded by and separated from other portions by vertical or horizontal bars.)
F6	Switch to the next pane in a worksheet that has been split (Window menu, Split command).
F6	Move to a task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.)
F6	Switch to the next pane in a worksheet that has been split (Window menu, Split command).
F7	Display the Spelling dialog box in Microsoft Excel.
F8	Turn extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys

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	extend the selection.
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.
HOME	Move to the beginning of the entry.
HOME	Move to the beginning of the row.
HOME	Move to the cell in the upper-left corner of the window.
HOME	Move to the beginning of the line.
HOME	Selects the first item (All) in the AutoFilter list.
HOME	Selects the first visible item in the list.
HOME or END	Go to the beginning or end of a Help topic in Microsoft Excel
HOME or END	Select the first or last command on the menu or submenu.
HOME or END	Move to the beginning or end of a field.
HOME or END	When a menu or submenu is visible, select the first or last command on the menu or submenu
LEFT ARROW	For an item that has lower-level items displayed, hides the lower-level items.
LEFT ARROW	Selects the previous element within a group.
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.
LEFT ARROW or RIGHT ARROW	Move one character to the left or right.
LEFT ARROW or RIGHT ARROW	Scroll one column left or right in Microsoft Excel.
LEFT ARROW or RIGHT ARROW	Move one character left or right within a field.
LEFT ARROW or RIGHT ARROW	With two or more columns of field buttons, selects the button to the left or right.
NUM LOCK, ALT+numeric pad numbers	Enter a unicode character.
PAGE DOWN	Move down one screen.
PAGE DOWN	Move to the same field 10 records forward.
PAGE UP	Move up one screen.
PAGE UP	Move to the same field 10 records back.
PAGE UP or PAGE DOWN	Scroll toward the beginning or end of a Help topic in large increments
PAGE UP or PAGE DOWN	Scroll up or down in the selected gallery list
PAGE UP or PAGE DOWN	Move by one page when zoomed out.
PRTSCR	Copy a picture of the screen to the Clipboard.
RIGHT ARROW	For an item that has lower-level items available, displays the lower-level items.
RIGHT ARROW	Selects the next element within a group in Microsoft Excel.
SCROLL LOCK	Turn SCROLL LOCK on or off.
SCROLL LOCK+Shift+END	Extend the selection to the cell in the lower-right corner of the window.
SCROLL LOCK+Shift+HOME	Extend the selection to the cell in the upper-left corner of the window.
Shift+arrow key	Extend the selection by one cell.
Shift+BACKSPACE	With multiple cells selected, select only the active cell.
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.
Shift+END	Select from the insertion point to the end of the entry.
Shift END	Extend selection to the end of a field in Microsoft Excel.
Shift+ENTER	Move from bottom to top within the selected range.
Shift+ENTER	Complete a cell entry and select the previous cell above.
Shift+ENTER	Move to the first field in the previous record.
Shift+F10	In Help, display a shortcut menu
Shift+F10	Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.)
Shift+F10	Open a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.); open a drop-down menu for

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	the selected gallery item
Shift+F10	Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for the selected item.
Shift+F10	Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for a selected item such as a folder or file
Shift+F11 or ALT+Shift+F1	Insert a new worksheet.
Shift F2	Edit a cell comment in Microsoft Excel.
Shift+F3	In a formula, display the Insert Function dialog box.
Shift+F4	Repeat the last Find action (same as Find Next).
Shift+F5	Display the Find dialog box.
Shift+F6	Switch to the previous pane in a worksheet that has been split.
Shift+F6	Switch to the previous pane in a worksheet that has been split.
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+F9	Calculate the active worksheet.
Shift HOME	Select from the insertion point to the beginning of the entry in Microsoft Excel.
Shift+HOME	Extend the selection to the beginning of the row.
Shift+HOME	Extend selection to the beginning of a field.
Shift+LEFT ARROW	Select or unselect one character to the left.
Shift+LEFT ARROW	Select the character to the left within a field.
Shift+PAGE DOWN	Extend the selection down one screen.
Shift PAGE UP	Extend the selection up one screen in Microsoft Excel.
Shift+RIGHT ARROW	Select or unselect one character to the right.
Shift+RIGHT ARROW	Select the character to the right within a field.
Shift+SPACEBAR	Select the entire row.
Shift+TAB	In the Help windows, select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web article.
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web article.
Shift+TAB	Move to the previous option or option group.
Shift+TAB	Move from right to left within the selected range. If cells in a single column are selected, move up.
Shift TAB	Complete a cell entry and select the previous cell to the left in Microsoft Excel.
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.
SPACEBAR	Perform the action for the selected button, or select or clear the selected check box.
SPACEBAR	Checks, double-checks, or clears a check box in the list. Double-check selects both an item and all of its llower-level items.
SPACEBAR or ENTER	Open the selected menu, or perform the action assigned to the selected button
SPACEBAR, with the Help button selected	Show the Assistant in a wizard or dialog box. To hide the Assistant, press SPACEBAR again. Note that not all wizards or dialog boxes have Help provided by the Assistant.
TAB	Move to the Help button in a wizard
TAB	In the Help windows, select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic.
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic.
TAB	Move to the next option or option group in Microsoft Excel.
TAB	Move between options or areas in the dialog box
TAB	Move between unlocked cells on a protected worksheet.
TAB	Move from left to right within the selected range. If cells in a single column are selected, move down.

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TAB	Complete a cell entry and select the next cell to the right.
TAB	Switches between the list, the OK button, and the Cancel button.
TAB and Shift+TAB	Move to each field in the record, then to each command button.
TAB or Shift+TAB	When a toolbar is selected, select the next or previous button or menu on the toolbar.
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane
UP ARROW	In Help, select the previous book or Help topic in Microsoft Excel
UP ARROW	Select the previous item in a smart tag menu.
UP ARROW	Move to the same field in the previous record.
UP ARROW	Selects the previous item in the AutoFilter list.
UP ARROW	Selects the previous item in the list.
UP ARROW	Selects the next group of elements in a chart in Microsoft Excel.
UP ARROW or DOWN ARROW	Scroll toward the beginning or end of a Help topic
UP ARROW or DOWN ARROW	Scroll one row up or down.
UP ARROW or DOWN ARROW	Selects the previous or next field button in the list on the right.

Visit http://www.shortcutmania.com/ for more printable keyboard shortcuts