Microsoft Excel 2003 Keyboard Shortcuts

Display and use windows	
ALT+TAB	Switch to the next program.
ALT+Shift+TAB	Switch to the previous program.
CTRL+ESC	Display the Windows Start menu.
CTRL+W or CTRL+F4	Close the selected workbook window.
CTRL+F5	Restore the window size of the selected workbook window.
F6	Switch to the next pane in a worksheet that has been split (Window menu, Split command).
Shift+F6	Switch to the previous pane in a worksheet that has been split.
CTRL+F6	When more than one workbook window is open, switch to the next workbook window.
CTRL+Shift+F6	Switch to the previous 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 ENTER.
CTRL+F9	Minimize a workbook window to an icon.
CTRL+F10	Maximize or restore the selected workbook window.
PRTSCR	Copy a picture of the screen to the Clipboard.
ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard.
Access and use smart tags	
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.
DOWN ARROW	Select the next item in a smart tag menu.
UP ARROW	Select the previous item in a smart tag menu.
ENTER	Perform the action for the selected item in a smart tag menu.
ESC	Close the smart tag menu or message.
Access and use task panes	
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.)
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, press ALT and then SHIFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane
CTRL+SPACEBAR	Display the full set of commands on the task pane menu
DOWN ARROW or UP ARROW	Move among choices in a selected submenu; move among certain options in a group of options
SPACEBAR or ENTER	Open the selected menu, or perform the action assigned to the selected button
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 SHIFT+F10.); open a drop-down menu for the selected gallery item
HOME or END	When a menu or submenu is visible, select the first or last command on the menu or submenu
PAGE UP or PAGE DOWN	Scroll up or down in the selected gallery list
CTRL+HOME or CTRL+END	Move to the top or bottom of the selected gallery list
Access and use menus and toolbars	
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.
TAB or Shift+TAB	When a toolbar is selected, select the next or previous button or menu on the toolbar.
CTRL+TAB or CTRL+Shift+TAB	When a toolbar is selected, select the next or previous toolbar.
ENTER	Open the selected menu, or perform the action for the selected button or command.
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 SHIFT+F10.) for the selected

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	item.
ALT+SPACEBAR	Display the Control menu for the Excel window.
DOWN ARROW or UP ARROW	When a menu or submenu is open, select the next or previous command.
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.
HOME or END	Select the first or last command on the menu or submenu.
ESC	Close an open menu. When a submenu is open, close only the submenu.
CTRL+DOWN ARROW	Display the full set of commands on a menu.
CTRL+7	Show or hide the Standard toolbar.
Use dialog boxes	
TAB	Move to the next option or option group.
Shift+TAB	Move to the previous option or option group.
CTRL+TAB or CTRL+PAGE DOWN	Switch to the next tab in a dialog box.
CTRL+Shift+TAB or CTRL+PAGE UP	Switch to the previous tab in a dialog box.
Arrow keys	Move between options in an open drop-down list, or between options in a group of options.
SPACEBAR	Perform the action for the selected button, or select or clear the selected check box.
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.
ALT+ the underlined letter in an optn	Select an option, or select or clear a check box.
ALT+DOWN ARROW	Open the selected drop-down list.
ENTER	Perform the action for the default command button in the dialog box (the button with the bold outline, often the OK button).
ESC	Cancel the command and close the dialog box.
Use edit boxes within dialog boxes	
HOME	Move to the beginning of the entry.
END	Move to the end of the entry.
LEFT ARROW or RIGHT ARROW	Move one character to the left or right.
CTRL+LEFT ARROW	Move one word to the left.
CTRL+RIGHT ARROW	Move one word to the right.
Shift+LEFT ARROW	Select or unselect one character to the left.
Shift+RIGHT ARROW	Select or unselect one character to the right.
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left.
CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right.
Shift+HOME	Select from the insertion point to the beginning of the entry.
Shift+END	Select from the insertion point to the end of the entry.
Use the Open, Save As, and Insert Picture dialog boxes	
ALT+1	Go to the previous folder
ALT+2	Up One Level button: open the folder up one level above the open folder
ALT+3	Search the Web button: close the dialog box and open your Web search page (search page: A page from which you can find and go to other Internet sites or to documents on an intranet. Many search pages provide various ways to search, such as by topic, by keyword, or by matches to user queries.)
ALT+4	Delete button: delete the selected folder or file
ALT+5	Create New Folder button: create a new folder
ALT+6	Views button: switch among available folder views
ALT+7 or ALT+L	Tools button: show the Tools 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 SHIFT+F10.) for a selected item such as a folder or file
TAB	Move between options or areas in the dialog box
F4 or ALT+I	Open the Look in list

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F5	Refresh the file list

Use the Help task pane and Help window	
F1	Display the Help task pane.
F6	Switch between the Help task pane and the active application.
TAB	Select the next item in the Help task pane.
Shift+TAB	Select the previous item in the Help task pane.
ENTER	Perform the action for the selected item.
DOWN ARROW and UP ARROW	In a Table of Contents, select the next and previous item, respectively.
RIGHT ARROW and LEFT ARROW	In a Table of Contents, expand and collapse the selected item, respectively.
ALT+LEFT ARROW	Move back to the previous task Pane.
ALT+RIGHT ARROW	Move forward to the next task Pane.
CTRL+SPACEBAR	Open the menu of Pane options.
CTRL+F1	Close and reopen the current task pane.
RIGHT ARROW	Expand a +/- list.
LEFT ARROW	Collapse a +/- list.

In the Help window	
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ALT+LEFT ARROW	Move back to the previous Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
CTRL+P	Print the current Help topic.
UP ARROW AND DOWN ARROW	Scroll small amounts up and down, respectively, within the currently-displayed Help topic.
PAGE UP AND PAGE DOWN	Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.
ALT+U	Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.
Shift+F10	Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

Preview and print	
Arrow keys	Move around the page when zoomed in.
PAGE UP or PAGE DOWN	Move by one page when zoomed out.
CTRL+UP ARROW or CTRL+LEFT ARROW	Move to the first page when zoomed out.
CTRL+DOWN ARROW or CTRL+RIGHT ARROW	Move to the last page when zoomed out.

Work with worksheets	
Shift+F11 or ALT+Shift+F1	Insert a new worksheet.
CTRL+PAGE DOWN	Move to the next sheet in the workbook.
CTRL+PAGE UP	Move to the previous sheet in the workbook.
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.
ALT+O, H, R	Rename the current sheet (Format menu, Sheet submenu, Rename command).
ALT+E, M	Move or copy the current sheet (Edit menu, Move or Copy Sheet command).
ALT+E, L	Delete the current sheet (Edit menu, Delete Sheet command).

Move and scroll within worksheets	
Arrow keys	Move one cell up, down, left, or right.
TAB	Move one cell to the right.
Shift+TAB	Move one cell to the left.

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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.).
HOME	Move to the beginning of the row.
CTRL+HOME	Move to the beginning of the worksheet.
CTRL+END	Move to the last cell on the worksheet, in the bottom-most used row of the rightmost used column.
PAGE DOWN	Move down one screen.
PAGE UP	Move up one screen.
ALT+PAGE DOWN	Move one screen to the right.
ALT+PAGE UP	Move one screen to the left.
F6	Switch to the next pane in a worksheet that has been split (Window menu, Split command).
Shift+F6	Switch to the previous pane in a worksheet that has been split.
CTRL+BACKSPACE	Scroll to display the active cell.
F5	Display the Go To dialog box.
Shift+F5	Display the Find dialog box.
Shift+F4	Repeat the last Find action (same as Find Next).
TAB	Move between unlocked cells on a protected worksheet.
Move within a selected range	
ENTER	Move from top to bottom within the selected range.
Shift+ENTER	Move from bottom to top within the selected range.
TAB	Move from left to right within the selected range. If cells in a single column are selected, move down.
Shift+TAB	Move from right to left within the selected range. If cells in a single column are selected, move up.
CTRL+PERIOD	Move clockwise to the next corner of the selected range.
CTRL+ALT+RIGHT ARROW	In nonadjacent selections, switch to the next selection to the right.
CTRL+ALT+LEFT ARROW	Switch to the next nonadjacent selection to the left.
Move and scroll with SCROLL LOCK on	
SCROLL LOCK	Turn SCROLL LOCK on or off.
HOME	Move to the cell in the upper-left corner of the window.
END	Move to the cell in the lower-right corner of the window.
UP ARROW or DOWN ARROW	Scroll one row up or down.
LEFT ARROW or RIGHT ARROW	Scroll one column left or right.
Select cells, rows and columns, and objects	
CTRL+SPACEBAR	Select the entire column.
Shift+SPACEBAR	Select the entire row.
CTRL+A	Select the entire worksheet. If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.
Shift+BACKSPACE	With multiple cells selected, select only the active cell.
CTRL+Shift+SPACEBAR	Selects the entire worksheet. If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the entire worksheet. When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet
CTRL+6	Alternate between hiding objects, displaying objects, and displaying placeholders for objects.
Select cells with specific characteristics	
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+/	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+Shift+O (the letter O)	Select all cells that contain comments.
CTRL+	In a selected row, select the cells that don't match the formula or static value in the active cell.
CTRL+Shift+|	In a selected column, select the cells that don't match the formula or static value in the active cell.
CTRL+[(opening bracket)	Select all cells directly referenced by formulas in the selection.

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CTRL+Shift+{ (opening brace)	Select all cells directly or indirectly referenced by formulas in the selection.
CTRL+] (closing bracket)	Select cells that contain formulas that directly reference the active cell.
CTRL+Shift+} (closing brace)	Select cells that contain formulas that directly or indirectly reference the active cell.
ALT+; (semicolon)	Select the visible cells in the current selection.
Extend a selection	
F8	Turn extend mode on or off. In extend mode, EXT appears in the status line, and the arrow keys extend the selection.
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+arrow key	Extend the selection by one cell.
CTRL+Shift+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell.
Shift+HOME	Extend the selection to the beginning of the row.
CTRL+Shift+HOME	Extend the selection to the beginning of the worksheet.
CTRL+Shift+END	Extend the selection to the last used cell on the worksheet (lower-right corner).
Shift+PAGE DOWN	Extend the selection down one screen.
Shift+PAGE UP	Extend the selection up one screen.
END+Shift+arrow key	Extend the selection to the last nonblank cell in the same column or row as the active cell.
END+Shift+HOME	Extend the selection to the last used cell on the worksheet (lower-right corner).
END+Shift+ENTER	Extend the selection to the last 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).
SCROLL LOCK+Shift+HOME	Extend the selection to the cell in the upper-left corner of the window.
SCROLL LOCK+Shift+END	Extend the selection to the cell in the lower-right corner of the window.
Enter data	
ENTER	Complete a cell entry and select the cell below.
ALT+ENTER	Start a new line in the same cell.
CTRL+ENTER	Fill the selected cell range with the current entry.
Shift+ENTER	Complete a cell entry and select the previous cell above.
TAB	Complete a cell entry and select the next cell to the right.
Shift+TAB	Complete a cell entry and select the previous cell to the left.
ESC	Cancel a cell entry.
Arrow keys	Move one character up, down, left, or right.
HOME	Move to the beginning of the line.
F4 or CTRL+Y	Repeat the last action.
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+D	Fill down.
CTRL+R	Fill to the right.
CTRL+F3	Define a name.
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, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.).
CTRL+; (semicolon)	Enter the date.
CTRL+Shift+: (colon)	Enter the time.
ALT+DOWN ARROW	Display a drop-down list of the values in the current column of a range.
CTRL+Z	Undo the last action.
Enter special characters	
ALT+0162	Enters the cent character .
ALT+0163	Enters the pound sterling character .
ALT+0165	Enters the yen symbol .

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ALT+0128	Enters the euro symbol .

Enter and calculate formulas

= (equal sign)	Start a formula.
F2	Move the insertion point into the Formula Bar when editing in a cell is turned off.
BACKSPACE	In the Formula Bar, delete one character to the left.
ENTER	Complete a cell entry from the cell or Formula Bar.
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+SHIFT+ENTER.).
ESC	Cancel an entry in the cell or Formula Bar.
Shift+F3	In a formula, display the Insert Function dialog box.
CTRL+A	When the insertion point is to the right of a function name in a formula, display the Function Arguments dialog box.
CTRL+Shift+A	When the insertion point is to the right of a function name in a formula, insert the argument names and parentheses.
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.
ALT+= (equal sign)	Insert an AutoSum formula with the SUM function.
CTRL+Shift+ (quotation mark)	Copy the value from the cell above the active cell into the cell or the Formula Bar.
CTRL+' (apostrophe)	Copies a formula from the cell above the active cell into the cell or the Formula Bar.
CTRL+` (single left quotation mark)	Alternate between displaying cell values and displaying formulas.
F9	Calculate all worksheets in all open workbooks.
Shift+F9	Calculate the active worksheet.
CTRL+ALT+F9	Calculate all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.
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.

Edit data

F2	Edit the active cell and position the insertion point at the end of the cell contents.
ALT+ENTER	Start a new line in the same cell.
BACKSPACE	Edit the active cell and then clear it, or delete the preceding character in the active cell as you edit cell contents.
DELETE	Delete the character to the right of the insertion point, or delete the selection.
CTRL+DELETE	Delete text to the end of the line.
F7	Display the Spelling dialog box.
Shift+F2	Edit a cell comment.
ENTER	Complete a cell entry and select the next cell below.
CTRL+Z	Undo the last action.
ESC	Cancel a cell entry.
CTRL+Shift+Z	When the AutoCorrect Smart Tags is displayed, undo or redo the last automatic correction.

Insert, delete, and copy cells

CTRL+C	Copy the selected cells.
CTRL+C, immediately followed by another CTRL+C	Display the Microsoft Office Clipboard (multiple copy and paste).
CTRL+X	Cut the selected cells.
CTRL+V	Paste copied cells.
DELETE	Clear the contents of the selected cells.
CTRL+HYPHEN	Delete the selected cells.
CTRL+Shift+PLUS SIGN	Insert blank cells.

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Format data	
ALT+' (apostrophe)	Display the Style dialog box.
CTRL+1	Display the Format Cells dialog box.
CTRL+Shift+~	Apply the General number format.
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 Exponential number format with two decimal places.
CTRL+Shift+#	Apply the Date format with the day, month, and year.
CTRL+Shift+@	Apply the Time format with the hour and minute, and AM or PM.
CTRL+Shift+!	Apply the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.
CTRL+B	Apply or remove bold formatting.
CTRL+I	Apply or remove italic formatting.
CTRL+U	Apply or remove underlining.
CTRL+5	Apply or remove strikethrough.
CTRL+9	Hide the selected rows.
CTRL+Shift+((opening parenthesis)	Unhide any hidden rows within the selection.
CTRL+0 (zero)	Hide the selected columns.
CTRL+Shift+) (closing parenthesis)	Unhide any hidden columns within the selection.
CTRL+Shift+&	Apply the outline border to the selected cells.
CTRL+Shift+_	Remove the outline border from the selected cells.

Use the Border tab in the Format Cells dialog box	
ALT+T	Apply or remove the top border.
ALT+B	Apply or remove the bottom border.
ALT+L	Apply or remove the left border.
ALT+R	Apply or remove the right border.
ALT+H	If cells in multiple rows are selected, apply or remove the horizontal divider.
ALT+V	If cells in multiple columns are selected, apply or remove the vertical divider.
ALT+D	Apply or remove the downward diagonal border.
ALT+U	Apply or remove the upward diagonal border.

Use data forms (Data menu, Form command)	
DOWN ARROW	Move to the same field in the next record.
UP ARROW	Move to the same field in the previous record.
TAB and Shift+TAB	Move to each field in the record, then to each command button.
ENTER	Move to the first field in the next record.
Shift+ENTER	Move to the first field in the previous record.
PAGE DOWN	Move to the same field 10 records forward.
CTRL+PAGE DOWN	Start a new, blank record.
PAGE UP	Move to the same field 10 records back.
CTRL+PAGE UP	Move to the first record.
HOME or END	Move to the beginning or end of a field.
Shift+END	Extend selection to the end of a field.
Shift+HOME	Extend selection to the beginning of a field.
LEFT ARROW or RIGHT ARROW	Move one character left or right within a field.
Shift+LEFT ARROW	Select the character to the left within a field.
Shift+RIGHT ARROW	Select the character to the right within a field.

Filter ranges (Data menu, AutoFilter command)	
ALT+DOWN ARROW	In the cell that contains the drop-down arrow, displays the AutoFilter list for the current column.
DOWN ARROW	Selects the next item in the AutoFilter list.

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UP ARROW	Selects the previous item in the AutoFilter list.
ALT+UP ARROW	Closes the AutoFilter list for the current column.
HOME	Selects the first item (All) in the AutoFilter list.
END	Selects the last item in the AutoFilter list.
ENTER	Filters the range based on the item selected from the AutoFilter list.
Show, hide, and outline data	
ALT+Shift+RIGHT ARROW	Groups rows or columns.
ALT+Shift+LEFT ARROW	Ungroups rows or columns.
CTRL+8	Displays or hides the outline symbols.
CTRL+9	Hides the selected rows.
CTRL+Shift+((opening parenthesis)	Unhides any hidden rows within the selection.
CTRL+0 (zero)	Hides the selected columns.
CTRL+Shift+) (closing parenthesis)	Unhides any hidden columns within the selection.
Use the PivotTable and PivotChart Wizard - Layout dialog box	
UP ARROW or DOWN ARROW	Selects the previous or next field button in the list on the right.
LEFT ARROW or RIGHT ARROW	With two or more columns of field buttons, selects the button to the left or right.
ALT+R	Moves the selected field into the Row area.
ALT+C	Moves the selected field into the Column area.
ALT+D	Moves the selected field into the Data area.
ALT+P	Moves the selected field into the Page area.
ALT+L	Displays the PivotTable Field dialog box for the selected field.
Display and hide items in a field	
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.
UP ARROW	Selects the previous item in the range.
DOWN ARROW	Selects the next item in the range.
RIGHT ARROW	For an item that has lower-level items available, displays the lower-level items.
LEFT ARROW	For an item that has lower-level items displayed, hides the lower-level items.
HOME	Selects the first visible item in the list.
END	Selects the last visible item in the list.
ENTER	Closes the list and displays the selected items.
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.
TAB	Switches between the list, the OK button, and the Cancel button.
Change the layout of a report	
CTRL+Shift+* (asterisk)	Selects an entire PivotTable report.
ALT+Shift+RIGHT ARROW	Groups the selected items in a PivotTable field.
ALT+Shift+LEFT ARROW	Ungroups grouped items in a PivotTable field.
Create charts and select chart elements	
F11 or ALT+F1	Creates a chart of the data in the current range.
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	Selects a chart sheet: selects the previous sheet in the workbook, until the chart sheet you want is selected.
DOWN ARROW	Select the previous group of elements in a chart.
UP ARROW	Selects the next group of elements in a chart.
RIGHT ARROW	Selects the next element within a group.
LEFT ARROW	Selects the previous element within a group.
Use speech recognition and text-to-speech	

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CTRL	Switches between command mode and dictation mode.
ESC	Stops reading when text is being read aloud.
Send e-mail messages	
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.
ALT+S	Sends the e-mail message.
CTRL+Shift+B	Opens the Address Book.
ALT+O	Opens the Options menu for access to the Options, Bcc Field, and From Field commands.
ALT+P	Opens the Outlook Message Options dialog box (Options menu, Options command).
ALT+K	Checks the names in the To, Cc, and Bcc boxes against the Address Book.
ALT+PERIOD	Opens the Address Book for the To box.
ALT+C	Opens the Address Book for the Cc box.
ALT+B	If the Bcc box is displayed, opens the Address Book for the Bcc box.
ALT+J	Goes to the Subject box.
CTRL+Shift+G	Creates a message flag.
ALT+A	Adds interactivity to the range or sheet being sent.
Work with macros	
ALT+F8	Displays the Macro dialog box.
ALT+F11	Displays the Visual Basic Editor.
CTRL+F11	Inserts a Microsoft Excel 4.0 macro sheet.
Work with multiple national languages	
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+LEFT Shift	Switches to left-to-right paragraph direction (the text must contain only neutral characters).
ALT+Shift+UP ARROW	In Japanese text for which you've displayed phonetic guides, moves the pointer into the phonetic guides.
ALT+Shift+DOWN ARROW	Moves the pointer from the phonetic guides back to the parent string of characters.
NUM LOCK, ALT+numeric pad numbers	Enter a unicode character.
ALT+X	Pressed immediately after typing the hexadecimal code for a unicode character, converts the numbers to the character. Pressed immediately following a unicode character, converts the character to its hexadecimal code.

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