

THE BRITISH INSTITUTE

S.no	Keyboard Shortcuts Ms Excle	
1)	End, Arrow key	Enter the End mode, move to the next nonblank cell in the same column or row as the active cell, and turn off End mode. If the cells are blank, move to the last cell in the row or column.
2)	Ctrl+End	Move to the last cell on a worksheet, to the lowest used row of the rightmost used column.
3)	Ctrl+Shift+End	Extend the selection of cells to the last used cell on the worksheet (lower-right corner).
4)	Home+Scroll lock	Move to the cell in the upper-left corner of the window when Scroll lock is turned on.
5)	Ctrl+Home	Move to the beginning of a worksheet.
6)	Page down	Move one screen down in a worksheet.
7)	Ctrl+Page down	Move to the next sheet in a workbook.
8)	Alt+Page down	Move one screen to the right in a worksheet.
9)	Page up	Move one screen up in a worksheet.
10)	Alt+Page up	Move one screen to the left in a worksheet.
11)	Ctrl+Page up	Move to the previous sheet in a workbook.
12)	Tab key	Move one cell to the right in a worksheet. Or, in a protected worksheet, move between unlocked cells.
13)	Alt+Down arrow key	Open the list of validation choices on a cell that has data validation option applied to it.
14)	Ctrl+Alt+5, then the Tab key repeatedly	Cycle through floating shapes, such as text boxes or images.
15)	Esc	Exit the floating shape navigation and return to the normal navigation.
16)	Ctrl+Shift, then scroll your mouse wheel up to go left, down to go right	Scroll horizontally.
17)	Ctrl+Alt+Equal sign (=)	Zoom in.
18)	Ctrl+Alt+Minus sign (-)	Zoom out.