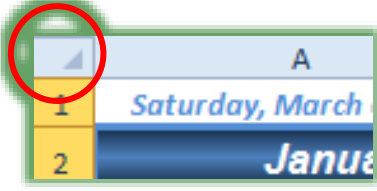
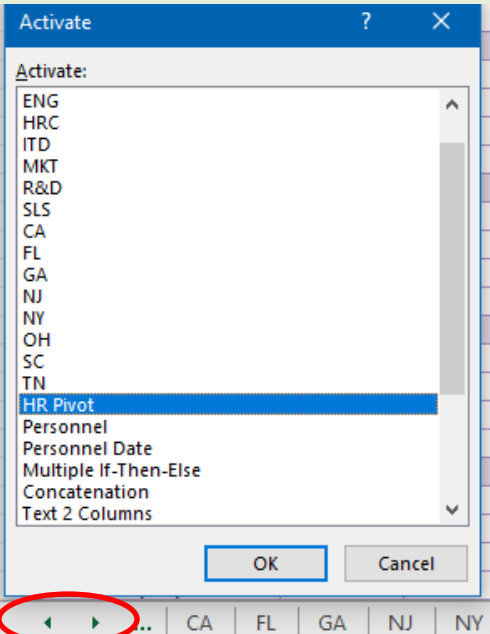


Keyboard Shortcut	What it Does
Shift + Click	Selects continuous areas of Excel – worksheets, rows, columns, and cells based on your current selection.
CTRL + Click	Selects non-continuous areas of Excel – worksheets, rows, columns, and cells based on your current selection.
CTRL + Home	Takes you to the top of your worksheet, usually cell A1 (unless you are using Freeze Panes).
CTRL + End	Takes you to the end of your worksheet.
PgUp and PgDn	Takes you down or up several rows (screen pages) at each press of the key.
CTRL + PgUp and CTRL+PgDn	Scrolls through your worksheets or tabs. CTRL+PgUp scrolls to the Left for you and CTRL+PgDn scrolls to the Right.
CTRL + Arrow keys	Using the CTRL key and arrow keys: Navigates to the top or bottom of a column using up or down arrow key OR navigates to the beginning or end of a row using the right or left arrow keys.
CTRL + Shift + Down/Up Arrow	Selects an entire column of data/information based on the cell that is selected. Selection stops at a blank cell. Press the down/up arrow to skip a space and continue your selection.
CTL + Shift + Left/Right Arrow	Selects an entire row of data/information based on the cell that is selected. Selection stops at a blank cell. Press the left/right arrow to skip a space and continue your selection.
CTL + Shift + Home	Selects from your active/selected cell to the top of your worksheet.
CTL + Shift + End	Selects from your active/selected cell to the bottom of your worksheet.

<p>Shift + Arrow keys/PgUp/PgDn</p>	<p>Selects continuous cells and areas with the shift key pressed and then pressing the PgUp/PgDn keys to select blocks of cells and rows. With the shift key pressed and then pressing the up/down arrow key to select individual rows and the right/left arrow key to select individual columns.</p>
<p>F4 (Function 4)</p>	<p>With your cursor/insertion point at a cell reference in the formula bar or the actual cell, pressing F4 toggles through relative, mixed, and absolute references, such as A3, \$A\$3 or \$A3.</p>
<p>Select All Button (Circled at right) selects the entire worksheet.</p> <p>CTRL + A selects a table or database for you with your focus/selection in the table/database; otherwise, CTRL + A selects the worksheet similar to the select all button.</p>	 <p>The image shows a portion of an Excel worksheet. The top row is labeled 'A' and the first two rows are numbered '1' and '2'. The text 'Saturday, March' is visible in row 1, and 'Janua' is visible in row 2. A red circle highlights the 'Select All' button (a small square with a triangle) in the top-left corner of the worksheet grid.</p>
<p>Quickly go to a specific worksheet by right clicking on the navigation scrolling/buttons (circled at right) to get a shortcut menu and then left clicking the sheet you desire.</p>	 <p>The image shows the 'Activate' dialog box in Excel. The dialog box has a title bar with a question mark and a close button. The main area is a list of worksheets: ENG, HRC, ITD, MKT, R&D, SLS, CA, FL, GA, NJ, NY, OH, SC, TN, HR Pivot, Personnel, Personnel Date, Multiple If-Then-Else, Concatenation, and Text 2 Columns. The 'HR Pivot' worksheet is selected. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons. Below the dialog box, a portion of the Excel worksheet's navigation bar is visible, showing the left and right arrow buttons circled in red, along with the sheet names CA, FL, GA, NJ, and NY.</p>