

Worksheets and Workbooks

Navigating Around Worksheets

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|------------------------|---|
| CTRL+HOME | moves to the beginning of a worksheet. |
| CTRL+SHIFT+HOME | extends the selection of cells to the beginning of the worksheet. |
| SHIFT+TAB | moves to the previous cell in a worksheet or the previous option in a dialog box. |
| 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 | extends the selection of cells to the last used cell on the worksheet (lower-right corner). If the cursor is in the formula bar, CTRL+SHIFT+END selects all text in the formula bar from the cursor position to the end—this does not affect the height of the formula bar. |

Working between Worksheets in a Workbook

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| CTRL+SHIFT+PAGE DOWN | Selects the current and next sheet in a workbook. |
| CTRL+SHIFT+PAGE UP | Selects the current and previous sheet in a workbook. |
| ALT+SHIFT+F1 | Inserts a new worksheet. |
| CTRL+SHIFT+SPACEBAR | Selects the entire worksheet. |
| CTRL+F6 | Switches to the next workbook window when more than one workbook window is open. |

Manipulating the Workbook Window

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| CTRL+F4 | Closes the selected workbook window. |
| CTRL+F5 | Restores the window size of the selected workbook window. |
| CTRL+F9 | Minimizes a workbook window to an icon. |
| CTRL+F10 | Maximizes or restores the selected workbook window. |