

# Summary of shortcuts for Microsoft Excel 2016-P2

While performing spreadsheet operations, if you know some of the shortcuts will save you time, the process will be greatly shortened.

In the previous article, Network Administrator introduced you to the article Summary of shortcuts for Microsoft Excel P1, with the commonly used shortcuts and navigation shortcut Ribbon. Today, we will give you the sequel to keyboard shortcuts for Excel 2016.

**If a shortcut requires pressing two keys or multiple keys at the same time, the keys are separated by a plus sign (+). If you have to press a key right after another key, the keys will be separated by a comma (,).**

## 3. Keyboard shortcut to navigate the box:

Move to the previous cell in the previous worksheet or option Shift + Tab Move up a cell in the worksheet Up arrow Move down to the cell in the sheet Down arrow Move right to the cell in the worksheet Right arrow Moves move left to the left of the sheet Left arrow Move to next to the current data area in the worksheet Ctrl + arrow key End mode, move to the next non-blank cell in the same row or column with the cursor. is currently there and turns off End mode. If the box is empty, move to the last cell of the row or End column, the arrow key Expand the cell selection to the most recently used cell on the worksheet (lower right corner) Ctrl + Shift + End Move to cell in the upper left corner of the window when turning on Scroll Lock Home + Scroll Lock Move to the beginning of the row in the sheet. Home moves to the top of the worksheet Ctrl + Home Move the screen down in the worksheet Page Down Move to the next worksheet in the workbook Ctrl + Page Down Move a screen to the right in the worksheet Alt + Page Down Di Move the screen to the page Up Page Move the screen to the left in the worksheet Alt + Page Up Move to the previous worksheet in the workbook Ctrl + Page Up Move a cell to the right in the worksheet. Or in the protected sheet, move between the unlocked Tab tabs

## 4. Shortcut to create selections and perform the operation:

Select the entire sheet. Ctrl + A or Ctrl + Shift + Spacebar Select the current and next sheet in the workbook Ctrl + Shift + Page Down Select the current and previous sheets in the workbook Ctrl + Shift + Page Up Expand the selection of the cell further a Shift + arrow cell Extends the cell selection to the last non blank cell in the same row or column to work. Or if the next cell is empty, move to the next non blank Ctrl + Shift + arrow Turn on extended mode and use the arrow keys to expand the selection. Press the combination again to turn off F8 Add a non-contiguous cell or range to the cell selection using the arrow keys Shift + F8 Start a new line in the same cell Alt + Enter Enter the current entry into selected cell range Ctrl + Enter Complete a cell entry and select the cell above Shift + Enter Select the entire column in the sheet Ctrl + Spacebar Select the entire row in the worksheet. Shift + Spacebar Select all objects on the worksheet when a selected object Ctrl + Shift + Spacebar Expand the selection to the top of the sheet Ctrl + Shift + Home Select the current area if the sheet contains data . Press the second time to select the current region and the summary row of that region. Press the third time to select both the worksheet Ctrl + A or Ctrl + Shift + Spacebar Select the current area around the active cell or

select the entire PivotTable Ctrl + Shift + asterisk (\*) Select the first command in the menu when menu or submenu display Home Repeat command or nearest action, if possible Ctrl + Y Undo last action Ctrl + Z

### **Refer to the following articles:**

1. You want to print text, data in Microsoft Excel. Not as simple as Word or PDF! Read the following article!
1. 10 ways to recover corrupted Excel files
1. MS Excel - Lesson 4: Working with lines, columns, sheets

### **Hope the above article is useful to you!**

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