

# Keyboard Shortcuts for Microsoft Excel 2007

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(Modified from: <http://office.microsoft.com/en-us/excel-help/excel-shortcut-and-function-keys-HP010073848.aspx> - retrieved 6/15/2010)

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## Finding and using keyboard shortcuts

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Office Word 2007 Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

### Microsoft Office basics

To do this	Press
Switch to the next window.	<b>ALT+TAB</b>
Switch to the previous window.	<b>ALT+SHIFT+TAB</b>
Close the active window.	<b>CTRL+W or CTRL+F4</b>
Restore the size of the active window after you maximize it.	<b>ALT+F5</b>
Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.	<b>F6</b>
Move to a task pane from another pane in the program window (counterclockwise direction).	<b>SHIFT+F6</b>
When more than one window is open, switch to the next window.	<b>CTRL+F6</b>
Switch to the previous window.	<b>CTRL+SHIFT+F6</b>
Maximize or restore a selected window.	<b>CTRL+F10</b>
Copy a picture of the screen to the Clipboard.	<b>PRINT SCREEN</b>
Copy a picture of the selected window to the Clipboard.	<b>ALT+PRINT SCREEN</b>

## Use dialog boxes






To do this	Press
Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior.	<b>ALT+F6</b>
Move to the next option or option group.	<b>TAB</b>
Move to the previous option or option group.	<b>SHIFT+TAB</b>
Switch to the next tab in a dialog box.	<b>CTRL+TAB</b>
Switch to the previous tab in a dialog box.	<b>CTRL+SHIFT+TAB</b>
Move between options in an open drop-down list, or between options in a group of options.	<b>Arrow keys</b>
Perform the action assigned to the selected button; select or clear the selected check box.	<b>SPACEBAR</b>
Select an option; select or clear a check box.	<b>ALT+ the letter underlined in an option</b>
Open a selected drop-down list.	<b>ALT+DOWN ARROW</b>
Select an option from a drop-down list.	<b>First letter of an option in a drop-down list</b>
Close a selected drop-down list; cancel a command and close a dialog box.	<b>ESC</b>
Run the selected command.	<b>ENTER</b>

## Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

To do this	Press
Move to the beginning of the entry.	<b>HOME</b>
Move to the end of the entry.	<b>END</b>
Move one character to the left or right.	<b>LEFT ARROW</b> or <b>RIGHT ARROW</b>
Move one word to the left.	<b>CTRL+LEFT ARROW</b>
Move one word to the right.	<b>CTRL+RIGHT ARROW</b>
Select or unselect one character to the left.	<b>SHIFT+LEFT ARROW</b>
Select or unselect one character to the right.	<b>SHIFT+RIGHT ARROW</b>
Select or unselect one word to the left.	<b>CTRL+SHIFT+LEFT ARROW</b>
Select or unselect one word to the right.	<b>CTRL+SHIFT+RIGHT ARROW</b>
Select from the insertion point to the beginning of the entry.	<b>SHIFT+HOME</b>
Select from the insertion point to the end of the entry.	<b>SHIFT+END</b>

## Use the Open and Save As dialog boxes

To do this	Press
Display the Open dialog box.	<b>CTRL+F12 or CTRL+O</b>
Display the Save As dialog box.	<b>F12</b>
Go to the previous folder. 	<b>ALT+1</b>
Up One Level  button: Open the folder one level above the open folder.	<b>ALT+2</b>
Delete  button: Delete the selected folder or file.	<b>DELETE</b>
Create New Folder  button: Create a new folder.	<b>ALT+4</b>
Views  button: Switch among available folder views.	<b>ALT+5</b>
Display a shortcut menu for a selected item such as a folder or file.	<b>SHIFT+F10</b>
Move between options or areas in the dialog box.	<b>TAB</b>
Open the Look in list.	<b>F4 or ALT+I</b>
Update the file list.	<b>F5</b>

## Undo and redo actions

To do this	Press
Cancel an action.	<b>ESC</b>
Undo an action.	<b>CTRL+Z</b>
Redo or repeat an action.	<b>CTRL+Y</b>

## Access and use task panes and galleries

To do this	Press
Move to a task pane from another pane in the program window. (You may need to press F6 more than once.)	<b>F6</b>
When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.)	<b>CTRL+TAB</b>
When a task pane is active, select the next or previous option in the task pane.	<b>TAB or SHIFT+TAB</b>
Display the full set of commands on the task pane menu.	<b>CTRL+SPACEBAR</b>
Perform the action assigned to the selected button.	<b>SPACEBAR or ENTER</b>
Open a drop-down menu for the selected gallery item.	<b>SHIFT+F10</b>
Select the first or last item in a gallery.	<b>HOME or END</b>
Scroll up or down in the selected gallery list.	<b>PAGE UP or PAGE DOWN</b>

### Close a task pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select **Close**, and then press ENTER.



### Move a task pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select **Move**, and then press ENTER.
4. Use the arrow keys to move the task pane, and then press ENTER.

### Resize a task pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select **Size**, and then press ENTER.
4. Use the arrow keys to resize the task pane, and then press ENTER.

## Access and use smart tags

To do this	Press
Display the shortcut menu for the selected item.	<b>SHIFT+F10</b>
Display the menu or message for a smart tag or for the AutoCorrect Options button  or the Paste options button  . If more than one smart tag is present, switch to the next smart tag and display its menu or message.	<b>ALT+SHIFT+F10</b>
Select the next item on a smart tag menu.	<b>DOWN ARROW</b>
Select the previous item on a smart tag menu.	<b>UP ARROW</b>
Perform the action for the selected item on a smart tag menu.	<b>ENTER</b>
Close the smart tag menu or message.	<b>ESC</b>

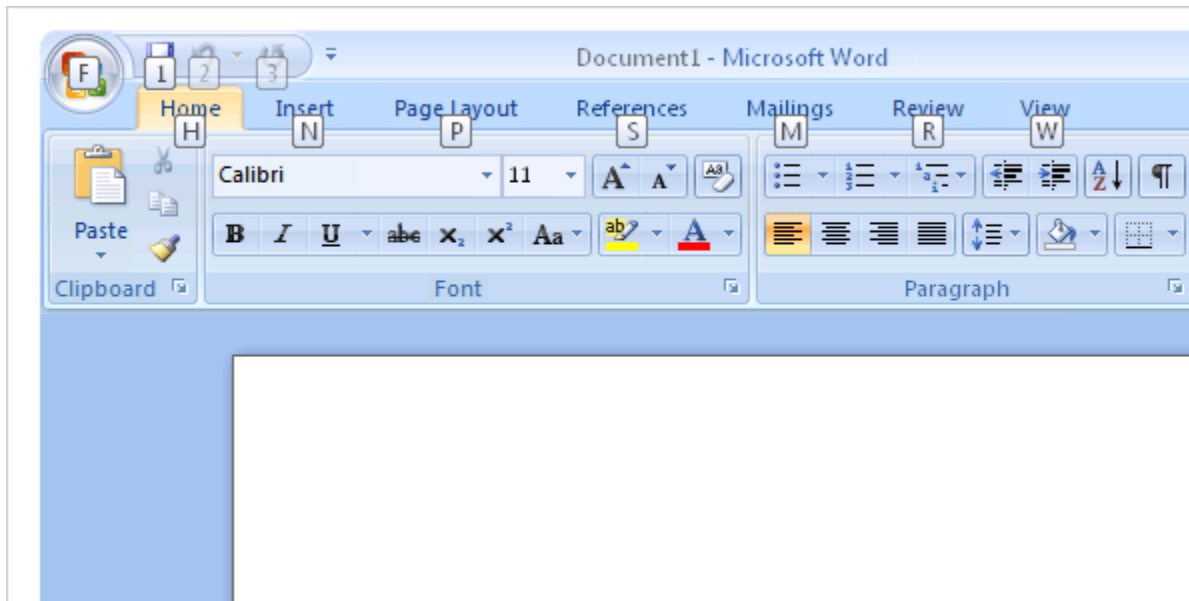
## Navigating the Office Fluent Ribbon

**Note** The Ribbon is a component of the Microsoft Office Fluent user interface.

Access keys provide a way to quickly use a command by pressing a few keys, no matter where you are in the program. Every command in Office Word 2007 can be accessed by using an access key. You can get to most commands by using two to five keystrokes. To use an access key:

1. Press ALT.

The KeyTips are displayed over each feature that is available in the current view.



The above image was excerpted from [Training on Microsoft Office Online](#).

2. Press the letter shown in the KeyTip over the feature that you want to use.
3. Depending on which letter you press, you may be shown additional KeyTips. For example, if the **Home** tab is active and you press I, the **Insert** tab is displayed, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

**Note** To cancel the action that you are taking and hide the KeyTips, press ALT.

## Change the keyboard focus without using the mouse

Another way to use the keyboard to work with programs that feature the Office Fluent Ribbon is to move the focus among the tabs and commands until you find the feature that you want to use. The following table lists some ways to move the keyboard focus without using the mouse.

To do this	Press
Select the active tab of the Ribbon and activate the access keys.	<b>ALT or F10.</b> Press either of these keys again to move back to the document and cancel the access keys.
Move to another tab of the Ribbon.	<b>F10</b> to select the active tab, and then <b>LEFT ARROW</b> or <b>RIGHT ARROW</b>
Hide or show the Ribbon.	<b>CTRL+F1</b>
Display the shortcut menu for the selected command.	<b>SHIFT+F10</b>
Move the focus to select each of the following areas of the window: <ul style="list-style-type: none"><li>• Active tab of the Ribbon</li><li>• Any open task panes</li><li>• Status bar at the bottom of the window</li><li>• Your document</li></ul>	<b>F6</b>
Move the focus to each command on the Ribbon, forward or backward, respectively.	<b>TAB</b> or <b>SHIFT+TAB</b>
Move down, up, left, or right, respectively, among the items on the Ribbon.	<b>DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW</b>
Activate the selected command or control on the Ribbon.	<b>SPACEBAR</b> or <b>ENTER</b>
Open the selected menu or gallery on the Ribbon.	<b>SPACEBAR</b> or <b>ENTER</b>
Activate a command or control on the Ribbon so you can modify a value.	<b>ENTER</b>
Finish modifying a value in a control on the Ribbon, and move focus back to the document.	<b>ENTER</b>
Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.)	<b>F1</b>

## Common tasks in Microsoft Excel

The following lists contain CTRL combination shortcut keys, function keys, and some other common shortcut keys, along with descriptions of their functionality.

### CTRL combination shortcut keys

To do this	Press
Unhides any hidden rows within the selection.	<b>CTRL+SHIFT+(</b>
Unhides any hidden columns within the selection.	<b>CTRL+SHIFT+)</b>
Applies the outline border to the selected cells.	<b>CTRL+SHIFT+&amp;</b>
Removes the outline border from the selected cells.	<b>CTRL+SHIFT+_</b>
Applies the General number format.	<b>CTRL+SHIFT+~</b>
Applies the Currency format with two decimal places (negative numbers in parentheses).	<b>CTRL+SHIFT+\$</b>
Applies the Percentage format with no decimal places.	<b>CTRL+SHIFT+%</b>
Applies the Exponential number format with two decimal places.	<b>CTRL+SHIFT+^</b>
Applies the Date format with the day, month, and year.	<b>CTRL+SHIFT+#</b>
Applies the Time format with the hour and minute, and AM or PM.	<b>CTRL+SHIFT+@</b>
Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	<b>CTRL+SHIFT+!</b>
Selects the current region around the active cell (the data area enclosed by blank rows and blank columns).  In a PivotTable, it selects the entire PivotTable report.	<b>CTRL+SHIFT+*</b>
Enters the current time.	<b>CTRL+SHIFT+:</b>
Copies the value from the cell above the active cell into the cell or the Formula Bar.	<b>CTRL+SHIFT+"</b>
Displays the Insert dialog box to insert blank cells.	<b>CTRL+SHIFT+Plus (+)</b>
Displays the Delete dialog box to delete the selected cells.	<b>CTRL+Minus (-)</b>

To do this	Press
Enters the current date.	<b>CTRL+;</b>
Alternates between displaying cell values and displaying formulas in the worksheet.	<b>CTRL+`</b>
Copies a formula from the cell above the active cell into the cell or the Formula Bar.	<b>CTRL+'</b>
Displays the Format Cells dialog box.	<b>CTRL+1</b>
Applies or removes bold formatting.	<b>CTRL+2</b>
Applies or removes italic formatting.	<b>CTRL+3</b>
Applies or removes underlining.	<b>CTRL+4</b>
Applies or removes strikethrough.	<b>CTRL+5</b>
Alternates between hiding objects, displaying objects, and displaying placeholders for objects.	<b>CTRL+6</b>
Displays or hides the outline symbols.	<b>CTRL+8</b>
Hides the selected rows.	<b>CTRL+9</b>
Hides the selected columns.	<b>CTRL+0</b>
Selects the entire worksheet.	<b>CTRL+A</b>
<p>If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the current region and its summary rows. Pressing CTRL+A a third time selects the entire worksheet.</p> <p>When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.</p> <p>CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.</p>	
Applies or removes bold formatting.	<b>CTRL+B</b>

To do this	Press
<p>Copies the selected cells.</p> <p>CTRL+C followed by another CTRL+C displays the Clipboard.</p>	<b>CTRL+C</b>
<p>Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below.</p>	<b>CTRL+D</b>
<p>Displays the Find and Replace dialog box, with the Find tab selected.</p> <p>SHIFT+F5 also displays this tab, while SHIFT+F4 repeats the last Find action.</p> <p>CTRL+SHIFT+F opens the Format Cells dialog box with the Font tab selected.</p>	<b>CTRL+F</b>
<p>Displays the Go To dialog box.</p> <p>F5 also displays this dialog box.</p>	<b>CTRL+G</b>
<p>Displays the Find and Replace dialog box, with the Replace tab selected.</p>	<b>CTRL+H</b>
<p>Applies or removes italic formatting.</p>	<b>CTRL+I</b>
<p>Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks.</p>	<b>CTRL+K</b>
<p>Creates a new, blank workbook.</p>	<b>CTRL+N</b>
<p>Displays the Open dialog box to open or find a file.</p> <p>CTRL+SHIFT+O selects all cells that contain comments.</p>	<b>CTRL+O</b>
<p>Displays the Print dialog box.</p> <p>CTRL+SHIFT+P opens the Format Cells dialog box with the Font tab selected.</p>	<b>CTRL+P</b>
<p>Uses the Fill Right command to copy the contents and format of the leftmost cell of a selected range into the cells to the right.</p>	<b>CTRL+R</b>

To do this	Press
Saves the active file with its current file name, location, and file format.	<b>CTRL+S</b>
Displays the Create Table dialog box.	<b>CTRL+T</b>
Applies or removes underlining.  CTRL+SHIFT+U switches between expanding and collapsing of the formula bar.	<b>CTRL+U</b>
Inserts the contents of the Clipboard at the insertion point and replaces any selection. Available only after you have cut or copied an object, text, or cell contents.  CTRL+ALT+V displays the Paste Special dialog box. Available only after you have cut or copied an object, text, or cell contents on a worksheet or in another program.	<b>CTRL+V</b>
Closes the selected workbook window.	<b>CTRL+W</b>
Cuts the selected cells.	<b>CTRL+X</b>
Repeats the last command or action, if possible.	<b>CTRL+Y</b>
Uses the Undo command to reverse the last command or to delete the last entry that you typed.  CTRL+SHIFT+Z uses the Undo or Redo command to reverse or restore the last automatic correction when AutoCorrect Smart Tags are displayed.	<b>CTRL+Z</b>

## Function keys

Description	Key
<p>Displays the <b>Microsoft Office Excel Help</b> task pane.</p> <p>CTRL+F1 displays or hides the Ribbon, a component of the Microsoft Office Fluent user interface.</p> <p>ALT+F1 creates a chart of the data in the current range.</p> <p>ALT+SHIFT+F1 inserts a new worksheet.</p>	<b>F1</b>
<p>Edits the active cell and positions the insertion point at the end of the cell contents. It also moves the insertion point into the Formula Bar when editing in a cell is turned off.</p> <p>SHIFT+F2 adds or edits a cell comment.</p> <p>CTRL+F2 displays the Print Preview window.</p>	<b>F2</b>
<p>Displays the <b>Paste Name</b> dialog box.</p> <p>SHIFT+F3 displays the <b>Insert Function</b> dialog box.</p>	<b>F3</b>
<p>Repeats the last command or action, if possible.</p> <p>CTRL+F4 closes the selected workbook window.</p>	<b>F4</b>
<p>Displays the <b>Go To</b> dialog box.</p> <p>CTRL+F5 restores the window size of the selected workbook window.</p>	<b>F5</b>
<p>Switches between the worksheet, Ribbon, task pane, and Zoom controls. In a worksheet that has been split (<b>View</b> menu, <b>Manage This Window, Freeze Panes, Split Window</b> command), F6 includes the split panes when switching between panes and the Ribbon area.</p> <p>SHIFT+F6 switches between the worksheet, Zoom controls, task pane, and Ribbon.</p> <p>CTRL+F6 switches to the next workbook window when more than one workbook window is open.</p>	<b>F6</b>

Description	Key
<p>Displays the <b>Spelling</b> dialog box to check spelling in the active worksheet or selected range.</p> <p>CTRL+F7 performs the <b>Move</b> command on the workbook window when it is not maximized. Use the arrow keys to move the window, and when finished press ENTER, or ESC to cancel.</p>	<p><b>F7</b></p>
<p>Turns extend mode on or off. In extend mode, <b>Extended Selection</b> appears in the status line, and the arrow keys extend the selection.</p> <p>SHIFT+F8 enables you to add a nonadjacent cell or range to a selection of cells by using the arrow keys.</p> <p>CTRL+F8 performs the <b>Size</b> command (on the <b>Control</b> menu for the workbook window) when a workbook is not maximized.</p> <p>ALT+F8 displays the <b>Macro</b> dialog box to create, run, edit, or delete a macro.</p>	<p><b>F8</b></p>
<p>Calculates all worksheets in all open workbooks.</p> <p>SHIFT+F9 calculates the active worksheet.</p> <p>CTRL+ALT+F9 calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation.</p> <p>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.</p> <p>CTRL+F9 minimizes a workbook window to an icon.</p>	<p><b>F9</b></p>

Description	Key
<p>Turns key tips on or off.</p> <p>SHIFT+F10 displays the shortcut menu for a selected item.</p> <p>ALT+SHIFT+F10 displays the menu or message for a smart tag. If more than one smart tag is present, it switches to the next smart tag and displays its menu or message.</p> <p>CTRL+F10 maximizes or restores the selected workbook window.</p>	<p><b>F10</b></p>
<p>Creates a chart of the data in the current range.</p> <p>SHIFT+F11 inserts a new worksheet.</p> <p>ALT+F11 opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA).</p>	<p><b>F11</b></p>
<p>Displays the <b>Save As</b> dialog box.</p>	<p><b>F12</b></p>

## Other useful shortcut keys

Description	Key
<p>Move one cell up, down, left, or right in a worksheet.</p> <p>CTRL+ARROW KEY moves to the edge of the current <a href="#">data region (data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.)</a> in a worksheet.</p> <p>SHIFT+ARROW KEY extends the selection of cells by one cell.</p> <p>CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell, or if the next cell is blank, extends the selection to the next nonblank cell.</p> <p>LEFT ARROW or RIGHT ARROW selects the tab to the left or right when the Ribbon is selected. When a submenu is open or selected, these arrow keys switch between the main menu and the submenu. When a Ribbon tab is selected, these keys navigate the tab buttons.</p> <p>DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open. When a Ribbon tab is selected, these keys navigate up or down the tab group.</p> <p>In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.</p> <p>DOWN ARROW or ALT+DOWN ARROW opens a selected drop-down list.</p>	<p><b>ARROW KEYS</b></p>
<p>Deletes one character to the left in the Formula Bar.</p> <p>Also clears the content of the active cell.</p> <p>In cell editing mode, it deletes the character to the left of the insertion point.</p>	<p><b>BACKSPACE</b></p>

Description	Key
<p>Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments.</p> <p>In cell editing mode, it deletes the character to the right of the insertion point.</p>	<p><b>DELETE</b></p>
<p>Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.</p> <p>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.</p> <p>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.</p>	<p><b>END</b></p>
<p>Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default).</p> <p>In a data form, it moves to the first field in the next record.</p> <p>Opens a selected menu (press F10 to activate the menu bar) or performs the action for a selected command.</p> <p>In a dialog box, it performs the action for the default command button in the dialog box (the button with the bold outline, often the <b>OK</b> button).</p> <p>ALT+ENTER starts a new line in the same cell.</p> <p>CTRL+ENTER fills the selected cell range with the current entry.</p> <p>SHIFT+ENTER completes a cell entry and selects the cell above.</p>	<p><b>ENTER</b></p>

Description	Key
<p> Cancels an entry in the cell or Formula Bar.</p> <p> Closes an open menu or submenu, dialog box, or message window.</p> <p> It also closes full screen mode when this mode has been applied, and returns to normal screen mode to display the Ribbon and status bar again.</p>	<p><b>ESC</b></p>
<p> Moves to the beginning of a row in a worksheet.</p> <p> Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on.</p> <p> Selects the first command on the menu when a menu or submenu is visible.</p> <p> CTRL+HOME moves to the beginning of a worksheet.</p> <p> CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.</p>	<p><b>HOME</b></p>
<p> Moves one screen down in a worksheet.</p> <p> ALT+PAGE DOWN moves one screen to the right in a worksheet.</p> <p> CTRL+PAGE DOWN moves to the next sheet in a workbook.</p> <p> CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.</p>	<p><b>PAGE DOWN</b></p>
<p> Moves one screen up in a worksheet.</p> <p> ALT+PAGE UP moves one screen to the left in a worksheet.</p> <p> CTRL+PAGE UP moves to the previous sheet in a workbook.</p> <p> CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.</p>	<p><b>PAGE UP</b></p>

Description	Key
<p>In a dialog box, performs the action for the selected button, or selects or clears a check box.</p> <p>CTRL+SPACEBAR selects an entire column in a worksheet.</p> <p>SHIFT+SPACEBAR selects an entire row in a worksheet.</p> <p>CTRL+SHIFT+SPACEBAR selects the entire worksheet.</p> <ul style="list-style-type: none"> <li>• If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the current region and its summary rows. Pressing CTRL+SHIFT+SPACEBAR a third time selects the entire worksheet.</li> <li>• When an object is selected, CTRL+SHIFT+SPACEBAR selects all objects on a worksheet.</li> </ul> <p>ALT+SPACEBAR displays the <b>Control</b> menu for the Microsoft Office Excel window.</p>	<p><b>SPACEBAR</b></p>
<p>Moves one cell to the right in a worksheet.</p> <p>Moves between unlocked cells in a protected worksheet.</p> <p>Moves to the next option or option group in a dialog box.</p> <p>SHIFT+TAB moves to the previous cell in a worksheet or the previous option in a dialog box.</p> <p>CTRL+TAB switches to the next tab in dialog box.</p> <p>CTRL+SHIFT+TAB switches to the previous tab in a dialog box.</p>	<p><b>TAB</b></p>