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# BACKGROUND AND RATIONALE

## Disclaimer Information

### Disclaimer

#### General

We extracted the keyboard shortcuts contained in this document from the Microsoft Office document,"**Keyboard shortcuts in Excel 2010**." We have duplicated this information for ease of access, but have not verified that the keystrokes are compatible with JAWS or MAGic. The keyboard shortcuts described in this document refer to the U.S. QWERTY keyboard layout. For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press appear separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press appear separated by a comma (,).

**Note**: This material focuses only on keystrokes relevant to Microsoft Office Excel 2010. For keystrokes that are common throughout the Microsoft Office 2010 Suite see the following training document, **"Keystrokes Common Throughout the Microsoft Office 2010 Suite"** Office of Learning (OL) [Visual Impairment Curriculum](http://learning.ba.ssa.gov/OL/ewd/JAWSCurriculum.asp) page.

# Objective 1:

## Keyboard Shortcuts for Microsoft Office Excel 2010

### CTRL Combination Shortcut Keys

#### General

CTRL+PgUp = Switches between worksheet tabs, from left-to-right

CTRL+PgDn = Switches between worksheet tabs, from right-to-left

CTRL+SHIFT+( = Unhides any hidden rows within the selection

CTRL+SHIFT+& = Applies the outline border to the selected cells

CTRL+SHIFT\_ = Removes the outline border from the selected cells

CTRL+SHIFT+~ = Applies the General number format

CTRL+SHIFT+$ = Applies the Currency format with two decimal places (negative numbers in parentheses)

CTRL+SHIFT+% = Applies the Percentage format with no decimal places

CTRL+SHIFT+^ = Applies the Scientific number format with two decimal places

CTRL+SHIFT+# = Applies the Date format with the day, month, and year

CTRL+SHIFT+@ = Applies the Time format with the hour and minute, and AM or PM

CTRL+SHIFT+! = Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values

CTRL+SHIFT+\* = 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

CTRL+SHIFT+: = Enters the current time

CTRL+SHIFT+" = Copies the value from the cell above the active cell into the cell or the Formula Bar

CTRL+SHIFT+Plus (+) = Displays the Insert dialog box to insert blank cells

CTRL+Minus (-) = Displays the Delete dialog box to delete the selected cells

CTRL+; = Enters the current date

CTRL+` = Alternates between displaying cell values and displaying formulas in the worksheet

CTRL+'= Copies a formula from the cell above the active cell into the cell or the Formula Bar

CTRL+1 = Displays the Format Cells dialog box

CTRL+2 = Applies or removes bold formatting

CTRL+3 = Applies or removes italic formatting

CTRL+4 = Applies or removes underlining

CTRL+5 = Applies or removes strikethroughCTRL+6 = Alternates between hiding objects and displaying objectsCTRL+8 = Displays or hides the outline symbols

CTRL+9 = Hides the selected rows

CTRL+0 = Hides the selected columns

CTRL+A = Selects the entire worksheet

* If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.
* When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box
* CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula

CTRL+B = Applies or removes bold formatting

CTRL+C = Copies the selected cells

CTRL+D = Uses the Fill Down command to copy the contents and format of the topmost cell of a selected range into the cells below

CTRL+F = Displays the Find and Replace dialog box, with the Find tab selected

* SHIFT+F5 = Also displays this tab, while SHIFT+F4 repeats the last Find action
* CTRL+SHIFT+F Opens the Format Cells dialog box with the Font tab selected

CTRL+G = Displays the Go To dialog box

* F5 Also displays this dialog box

CTRL+H = Displays the Find and Replace dialog box, with the Replace tab selected

CTRL+I = Applies or removes italic formatting

CTRL+K = Displays the Insert Hyperlink dialog box for new hyperlinks or the Edit Hyperlink dialog box for selected existing hyperlinks

CTRL+N = Creates a new, blank workbook

CTRL+O = Displays the Open dialog box to open or find a file

* CTRL+SHIFT+O = Selects all cells that contain comments

CTRL+P = Displays the Print tab in Microsoft Office Backstage view

* CTRL+SHIFT+P = Opens the Format Cells dialog box with the Font tab selected

CTRL+R = 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

CTRL+S = Saves the active file with its current file name, location, and file format

CTRL+T = Displays the Create Table dialog box

CTRL+U = Applies or removes underlining

* CTRL+SHIFT+U = Switches between expanding and collapsing of the formula bar

CTRL+V = 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.

CTRL+W = Closes the selected workbook window

CTRL+X = Cuts the selected cells

CTRL+Y = Repeats the last command or action, if possible

CTRL+Z = Uses the Undo command to reverse the last command or to delete the last entry that you typed

**User Tip:**

The CTRL combinations CTRL+E, CTRL+J, CTRL+M, CTRL+Q are currently unassigned shortcuts.

### Function Keys

#### General

F1 = Displays the Excel Help Task Pane

* CTRL+F1 = Displays or hides the Ribbon
* ALT+F1 = Creates an embedded chart of the data in the current range
* ALT+SHIFT+F1= Inserts a new worksheet

F2 = 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 you turn off editing in a cell.

* SHIFT+F2 = Adds or edits a cell comment
* CTRL+F2 = Displays the print preview area on the Print tab in the Backstage view

F3 = Displays the Paste Name dialog box. Available only if there are existing names in the workbook.

* SHIFT+F3 = Displays the Insert Function dialog box

F4 = Repeats the last command or action, if possible

* CTRL+F4 = Closes the selected workbook window
* ALT+F4 = Closes Excel

F5 = Displays the Go To dialog box

* CTRL+F5 = Restores the window size of the selected workbook window

F6 = Switches between the worksheet, Ribbon, Task Pane, and Zoom controls. In a split worksheet, (View menu, Manage This Window, Freeze Panes, Split Window command), F6 includes the split panes when switching between panes and the Ribbon area.

* SHIFT+F6 = Switches between the worksheet, Zoom controls, Task Pane, and Ribbon
* CTRL+F6 = Switches to the next workbook window when more than one workbook window is open

F7 = Displays the Spelling dialog box to check spelling in the active worksheet or selected range

* CTRL+F7 = Performs the Move 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.

F8 = Turns extend mode on or off. In extend mode, Extended Selection appears in the status line, and the ARROW KEYS extend the selection.

* SHIFT+F8 = Enables you to add a nonadjacent cell or range to a selection of cells by using the ARROW KEYS
* CTRL+F8 = Performs the Size command (on the Control menu for the workbook window) when a workbook is not maximized
* ALT+F8 = Displays the Macro dialog box to create, run, edit, or delete a macro

F9 = Calculates all worksheets in all open workbooks

* SHIFT+F9 = Calculates the active worksheet
* CTRL+ALT+F9 = Calculates all worksheets in all open workbooks, regardless of whether they have changed since the last calculation
* 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
* CTRL+F9 = Minimizes a workbook window to an icon

F10 = Turns key tips on or off (pressing ALT does the same thing)

* SHIFT+F10 = Displays the shortcut menu for a selected item
* ALT+SHIFT+F10 = Displays the menu or message for an error checking buttonCTRL+F10 = Maximizes or restores the selected workbook window

F11 = Creates a chart of the data in the current range in a separate Chart sheet

* SHIFT+F11 = Inserts a new worksheet
* ALT+F11 = Opens the Microsoft Visual Basic Editor, in which you can create a macro by using Visual Basic for Applications (VBA)

F12 = Displays the Save As dialog box

### Other Useful Shortcut Keys

#### ARROW KEYS

Move one cell up, down, left, or right in a worksheet

CTRL+ARROW KEY = Moves to the edge of the current data region (Definition: A range of cells that contains data and that is bounded by empty cells or datasheet borders) in a worksheet

SHIFT+ARROW KEY = Extends the selection of cells by one cell

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

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 you select a Ribbon tab, these keys navigate the tab buttons.

DOWN ARROW or UP ARROW = Selects the next or previous command when a menu or submenu is open. When you select a Ribbon tab, these keys navigate up or down the tab group.

* In a dialog box, ARROW KEYS move between options in an open drop-down list, or between options in a group of options

DOWN ARROW or ALT+DOWN ARROW = Opens a selected drop-down list

#### BACKSPACE

BACKSPACE = Deletes one character to the left in the Formula Bar

* Also clears the content of the active cell
* In cell editing mode, it deletes the character to the left of the insertion point

#### DELETE

DELETE = Removes the cell contents (data and formulas) from selected cells without affecting cell formats or comments

* In cell editing mode, it deletes the character to the right of the insertion point

#### END

END = Turns End mode on. In End mode, you can then press an ARROW KEY to move to the next nonblank cell in the same column or row as the active cell. If the cells are blank, pressing END followed by an ARROW KEY moves to the last cell in the row or column.

* END = Also selects the last command on the menu when a menu or submenu is visible

CTRL+END = Moves to the last cell on a worksheet, to 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.

#### ENTER

ENTER = Completes a cell entry from the cell or the Formula Bar, and selects the cell below (by default)

* In a data form, it moves to the first field in the next record
* Opens a selected menu (press F10 to activate the Menu Bar) or performs the action for a selected command
* 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 OK button)

ALT+ENTER = Starts a new line in the same cell

CTRL+ENTER = Fills the selected cell range with the current entry

SHIFT+ENTER = Completes a cell entry and selects the cell above

#### ESC

ESC = Cancels an entry in the cell or Formula Bar

* Closes an open menu or submenu, dialog box, or message window
* 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

#### HOME

HOME = Moves to the beginning of a row in a worksheet

* Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on
* Selects the first command on the menu when a menu or submenu is visible

CTRL+HOME = Moves to the beginning of a worksheet

CTRL+SHIFT+HOME = Extends the selection of cells to the beginning of the worksheet

#### PAGE DOWN

PAGE DOWN = Moves one screen down in a worksheet

ALT+PAGE DOWN = Moves one screen to the right in a worksheet

CTRL+PAGE DOWN = Moves to the next sheet in a workbook

CTRL+SHIFT+PAGE DOWN = Selects the current and next sheet in a workbook

#### PAGE UP

PAGE UP = Moves one screen up in a worksheet ALT+PAGE UP = Moves one screen to the left in a worksheet

CTRL+PAGE UP = Moves to the previous sheet in a workbook

CTRL+SHIFT+PAGE UP = Selects the current and previous sheet in a workbook

#### SPACEBAR

SPACEBAR = In a dialog box, performs the action for the selected button, or selects or clears a check box

CTRL+SPACEBAR = Selects an entire column in a worksheet

SHIFT+SPACEBAR = Selects an entire row in a worksheet

CTRL+SHIFT+SPACEBAR = Selects the entire worksheet

* 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.
* When an object is selected, CTRL+SHIFT+SPACEBAR = Selects all objects on a worksheet

ALT+SPACEBAR = Displays the Control menu for the Excel window

#### TAB

TAB = Moves one cell to the right in a worksheet

* Moves between unlocked cells in a protected worksheet
* Moves to the next option or option group in a dialog box

SHIFT+TAB = Moves to the previous cell in a worksheet or the previous option in a dialog box

CTRL+TAB = Switches to the next tab in dialog box

CTRL+SHIFT+TAB = Switches to the previous tab in a dialog box

# Objective 2:

## JAWS Commands for Microsoft Office Excel 2010

### Informational Keystrokes for Columns

#### General

Note: Many Excel features are also available in Quick Settings. To access these options, press INSERT+V while you are in Excel. Use the ARROW keys to select an option, and then press the SPACEBAR to cycle through the available settings.

List cells in current column = **INSERT+SHIFT+C**

Read column total = **INSERT+NUM PAD ENTER**

Say column title = **INSERT+ALT+SHIFT+C**

Set column titles to row = **INSERT+ALT+CTRL+C**

Set current column to the column containing row totals = **CTRL+INSERT+ENTER**

### Informational Keystrokes for Rows

#### General

List cells in current row = **INSERT+SHIFT+R**

Read row total = **INSERT+DELETE**

Say row title = **INSERT+ALT+SHIFT+R**

Set row titles to column = **INSERT+ALT+CTRL+R**

Set current row to the row containing column totals = **CTRL+INSERT+DELETE**

### ****Table Layer Keystrokes****

#### General

Table layer keystrokes offer a fast and convenient way to navigate tables. The table layer eliminates the need to have to hold down several keys at once to perform a table navigation command.

Below is a list of the layered keystrokes for table navigation. Press and release INSERT+SPACEBAR, followed by T to activate the table layer, and then press any of the following keystrokes.

Read first cell in current column = ALT+1

Read second cell in current column = ALT+2

Read third cell in current column. = ALT+3

Read fourth cell in current column = ALT+4

Read first cell in current row = CTRL+1

Read second cell in current row = CTRL+2

Read third cell in current row = CTRL+3

Read fourth cell in current row = CTRL+4

### Miscellaneous Informational Keystrokes

#### General

Open custom summary label manager = **INSERT+CTRL+TAB**

Open custom summary when one exists = **INSERT+CTRL+SHIFT+TAB**

Describe cell border = **ALT+SHIFT+B**

List cells at page break = **CTRL+SHIFT+B**

List cells with comments = **CTRL+SHIFT+APOSTROPHE**

List cells with formulas = **INSERT+SHIFT+F**

Read cell comment = **ALT+SHIFT+APOSTROPHE**

List Visible cells with data = **CTRL+SHIFT+D**

List defined monitor cells = **CTRL+SHIFT+M**

List worksheets = **CTRL+SHIFT+S**

Say current cell validation input message = **CTRL+SHIFT+V**

Say range of cells visible in active window = **ALT+SHIFT+V**

Read hyperlink = **ALT+SHIFT+H**

Report gridline status = **ALT+SHIFT+G**

Say active cell coordinates = **INSERT+C**

Say last numeric value or word that appears in the Formula bar = **CTRL+NUM PAD 5**

Say Excel version = **CTRL+INSERT+V**

Say cell font and attributes = **INSERT+F**

Say formula = **INSERT+CTRL+F2**

Read spelling error and suggestion = **INSERT+F7**

Display detailed cell appearance information = **INSERT+TAB** twice quickly

## 

### Navigation Keystrokes

#### General

Move to prior screen in spreadsheet = **ALT+PAGE UP**

Move to next screen in spreadsheet = **ALT+PAGE DOWN**

Next Sheet = **CTRL+PAGE DOWN**

Prior Sheet = **CTRL+PAGE UP**

Move to first cell in region = **ALT+SHIFT+HOME**

Move to last cell in region = **ALT+SHIFT+END**

Move down to the edge of current data region = **CTRL+DOWN ARROW**

Move up to the edge of current data region = **CTRL+UP ARROW**

Move left to the edge of current data region = **CTRL+LEFT ARROW**

Move right to the edge of current data region = **CTRL+RIGHT ARROW**

Insert CellMarker = **INSERT+WINDOWS Key+K**

Move to CellMarker on current worksheet = **WINDOWS Key+K**

Move to CellMarker on next worksheet = **CTRL+WINDOWS Key+K**

Move to CellMarker on previous worksheet = **CTRL+WINDOWS Key+SHIFT+K**

List all CellMarkers in workbook = **CTRL+ALT+WINDOWS Key+K**

### Selection Keystrokes

#### General

Select column = **CTRL+SPACEBAR**

Select hyperlink = **INSERT+F7**

Select region = **CTRL+SHIFT+8**

Select a region and announce the region's cell range = **CTRL+SHIFT+SPACEBAR**

Select row = **SHIFT+SPACEBAR**

Select worksheet objects = **CTRL+SHIFT+O**

Read the current worksheet object = **INSERT+CTRL+C**

Select the first worksheet object = **INSERT+ALT+C**

Collapse selection to current cell = **SHIFT+BACKSPACE**

|  |
| --- |
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### Configuration Keystrokes

#### General

Set monitor cell = **INSERT+SHIFT+1** through **INSERT+SHIFT+0**  
**Note:** If a monitor cell was previously set and you then try to set that cell again, a message appears letting you know that you are about to overwrite the existing monitor cell. You have the option to cancel or continue and overwrite the monitor cell.

Read monitor cell = **ALT+SHIFT+1** through **ALT+SHIFT+0**

Formula input mode = **EQUALS**

AutoFilter = **CTRL+SHIFT+A**

AutoSum = **ALT+EQUALS**

Date stamp = **CTRL+SEMICOLON**

Time stamp = **CTRL+SHIFT+SEMICOLON**

# glossary

## Office Excel 2010

### Terms and Definitions

#### Office Excel 2010 Terms and Definitions

**AutoComplete**: An integrated feature that helps users to quickly enter data into cells. It also displays a menu that contains similar values. You can then select a value to add it to the current cell.

**Business Intelligence Dashboards**: A reporting feature in Office Excel Services that provides you with quick views to published business information.

**Multi-Dimensional Expressions (MDX)**: An MDX script defines the calculation process for a cube in Microsoft SQL Server 2005 Analysis Services (SSAS).

**Online Analytical Processing (OLAP)**: A technology that allows users to perform sophisticated analysis on large volumes of data.

**PivotTable**: An interactive table used to quickly combine and compare large amounts of data.

**Snapshots**: Spreadsheet snapshots are static representations of data at one point in time.

# FEEDBACK SHEET

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in this lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons which appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

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Social Security Administration

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6401 Security Blvd.

Baltimore, MD 21235

Or email comments to [gregory.gill@ssa.gov](mailto:gregory.gill@ssa.gov?subject=Training%20Material%20Feedback)