

Accessibility of spreadsheets

Accessibility features help users who have a physical disability, such as restricted mobility or limited vision, to use information technology products successfully.

This product uses standard Microsoft Windows and Macintosh navigation keys. The following table describes the keyboard shortcuts for some additional actions you can perform in a spreadsheet.

Table 1. Keyboard shortcuts in spreadsheets

Action	Keyboard shortcut (Windows)
Move to the cell below the current cell. If the Enter Moves Cursor to Right view is selected, move to the cell to the right of the current cell. Note: If the cells are in a selected range, cells that have been merged are skipped.	Press Enter
Move to the cell above the current cell. If the Enter Moves Cursor to Right view is selected, move to the cell to the left of the current cell. Note: If the cells are in a selected range, cells that have been merged are skipped.	Press Shift+Enter
Edit the previously entered contents of a cell	Press F2 or Enter
Make selected text bold	Press Ctrl+B
Make selected text italic	Press Ctrl+I
Underline selected text	Press Ctrl+U
Copy selected data and related styles to the clipboard	Press Ctrl+C
Paste data and related styles from the clipboard to a selected location	Press Ctrl+V
Show the Page Setup window, which, when you click OK, starts the conversion to a .pdf file that you can then download and print	Press Ctrl+P

Table 1. Keyboard shortcuts in spreadsheets (continued)

Action	Keyboard shortcut (Windows)
Reapply the effect of a command or action that you have undone	Press Ctrl+Y
Reverse the effect of the most recently issued command or action that can be undone	Press Ctrl+Z
Find words or phrases in a spreadsheet	Press Ctrl+F
Start a new line in a cell	Press Alt+Enter
Insert a line break in a cell	Press Ctrl+Enter
Cancel a cell entry	Press Esc
Put selected cell in edit mode and then delete contents, character by character	Press Backspace
Delete the contents of the selected cell or range	Press Delete
Save the current spreadsheet	Press Ctrl+S
In a row, move one cell to the right. In a selected range, move one cell to the right until the border of the range is reached; then move down to the left-most cell in the next row in the range, and so on.	Press Tab
In a row, move one cell to the left. In a selected range, move one cell to the left until the border of the range is reached; then move up to the right-most cell in the next row in the range, and so on.	Press Shift+Tab

Table 1. Keyboard shortcuts in spreadsheets (continued)

Action	Keyboard shortcut (Windows)
Move to the next cell that contains data. If no cells contain data, move to the farthest cell in the direction of the arrow you press.	Press Ctrl+arrow key (left, right, up, or down)
Select a range of cells	Press Shift+arrow key (left, right, up, or down)
Move to the beginning of the current row	Press Home
Move to the last cell in the current row. The cell moved to must contain data (or have a style other than the default style).	Press End

Table 1. Keyboard shortcuts in spreadsheets (continued)

Action	Keyboard shortcut (Windows)
Move to the beginning of the current sheet	Press Ctrl+Home
Move to the end of the current sheet	Press Ctrl+End

Note: On Mac OS, press the Command key instead of Ctrl.