

# Excel 2010 keyboard shortcuts II: ALT key shortcuts

Quick Reference Card

## Access the ribbon

1. Press ALT. The KeyTips are displayed over each feature that is available in the current view.
2. Press the letter shown in the KeyTip over the tab 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 N, 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.

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

## Other kinds of access keys

To do this	Press
Switches from the worksheet, to the status bar, to the ribbon, back to worksheet	F6
Switch between panes in a split worksheet	F6, SHIFT+F6
Switch between open workbooks in the same instance of Excel	CTRL+F6
Add filter buttons	CTRL+SHIFT+L
Access filter menus	ALT+Down arrow
Select or clear check boxes	Spacebar
Access the right-click menu	SHIFT+F10
In the Function Arguments dialog box, switch from the dialog box to the worksheet	F2