



Excel Help

keyboard shortcuts

1. Press and release ALT, then N, then W to select WordArt.

2. Use the arrow keys to select the WordArt style that you want, and then press ENTER.

3. Type the text that you want.

Select a shape

NOTE If your cursor is within text, press ESC.

- Press TAB to cycle forward (or SHIFT+TAB to cycle backward) through the shapes or objects until **sizing handles** appear on the object that you want to select.
- To select multiple items, use the selection pane. To open the selection pane, press and release ALT, H, FD, and then P.

Keyboard shortcuts for use in the Selection pane

To do this	Press
Open the Selection pane.	ALT, H, FD, and then P
Cycle the focus through the different panes.	F6
Display the context menu.	SHIFT+F10
Move the focus to a single item or group.	UP ARROW or DOWN ARROW
Move the focus from an item in a group to its parent group.	LEFT ARROW
Move the focus from a group to the first item in that group.	RIGHT ARROW
Expand a focused group and all its child groups.	* (on numeric keypad only)
Expand a focused group.	+ (on numeric keypad only)
Collapse a focused group.	- (on numeric keypad only)
Move the focus to an item and select it.	SHIFT+UP ARROW or SHIFT+DOWN ARROW
Select a focused item.	SPACEBAR or ENTER
Cancel selection of a focused item.	SHIFT+SPACEBAR or SHIFT+ENTER
Show or hide a focused item.	CTRL+SHIFT+S

Top of Page