

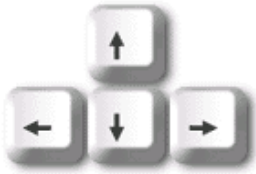
Navigating within a worksheet

Microsoft Excel 2007

When you work with the keyboard, it will give you more control and work more efficiently. It may also help prevent OOS from using the mouse too much.

Navigation keys *(right, left, top or down)*

Navigation keys move one cell in a worksheet.



Page Up

Scrolling the document up one screen in a worksheet.



Page Down

Scrolling the document down one screen in a worksheet.



Home

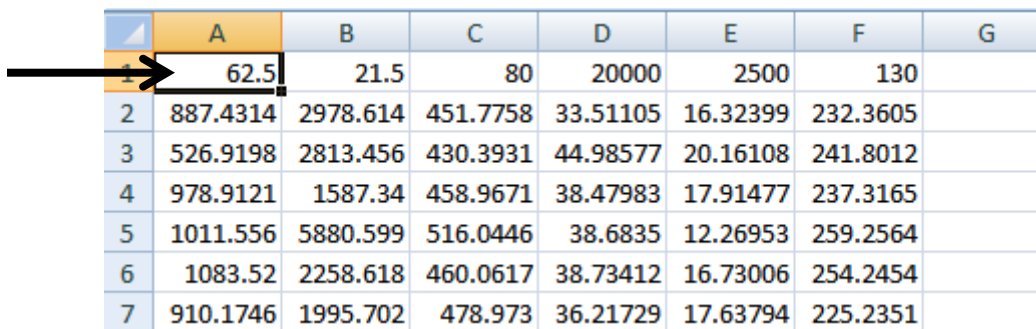
Moves to the beginning of row in a worksheet



CTRL + Home



CTRL (control) and HOME keys will take you back to the beginning of the spreadsheet (A1).



| | A | B | C | D | E | F | G |
|---|----------|----------|----------|----------|----------|----------|---|
| 1 | 62.5 | 21.5 | 80 | 20000 | 2500 | 130 | |
| 2 | 887.4314 | 2978.614 | 451.7758 | 33.51105 | 16.32399 | 232.3605 | |
| 3 | 526.9198 | 2813.456 | 430.3931 | 44.98577 | 20.16108 | 241.8012 | |
| 4 | 978.9121 | 1587.34 | 458.9671 | 38.47983 | 17.91477 | 237.3165 | |
| 5 | 1011.556 | 5880.599 | 516.0446 | 38.6835 | 12.26953 | 259.2564 | |
| 6 | 1083.52 | 2258.618 | 460.0617 | 38.73412 | 16.73006 | 254.2454 | |
| 7 | 910.1746 | 1995.702 | 478.973 | 36.21729 | 17.63794 | 225.2351 | |

CTRL + End



CTRL (control) and END keys will bring you to the last cell with data (the bottom right corner of worksheet).

| | A | B | C | D | E | F | G |
|------|----------|----------|----------|----------|----------|----------|---|
| 5505 | 757.0534 | 4828.139 | 440.4185 | 41.75728 | 13.38791 | 249.3551 | |
| 5506 | 610.5332 | 1148.013 | 545.9707 | 41.36199 | 18.34018 | 259.6537 | |
| 5507 | 895.2594 | -402.623 | 475.0117 | 40.99731 | 19.85589 | 237.8813 | |
| 5508 | 978.4646 | 226.0921 | 542.3188 | 39.10243 | 17.04552 | 237.8813 | |
| 5509 | | | | | | | |
| 5510 | | | | | | | |

CTRL + RIGHT arrow key



CTRL (control) and RIGHT navigation keys will bring you to the last cell of the row.

CTRL + DOWN arrow key



CTRL (control) and DOWN navigation keys will bring you to the last cell of the column.