

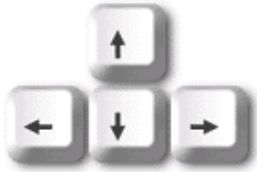
# Navigating within a worksheet

## Microsoft Excel

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**

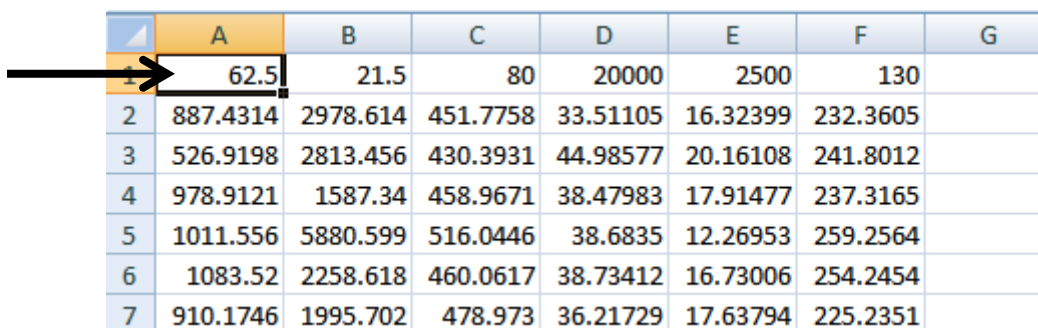
Moves to the beginning of row in a worksheet



### **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							

No more scrolling up and down!

**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.