

## MOVE AROUND THE WORKSHEET





There are several different key strokes that can be used to move the insertion point around in a worksheet. It is also possible to use the mouse and the scroll bars to move from one area of the worksheet to another area. In addition to these options, it is possible to move around in a worksheet by freezing or splitting the panes.

### KEYBOARD KEYS

- † **Left Arrow Key** - Use this key to move the insertion point to the left one cell at a time. When in the Formula Bar, this key can be used to move one letter to the left.
- † **Right Arrow Key** - Use this key to move the insertion point to the right one cell at a time. When working in the Formula, this key can be used to move one letter to the right.
- † **Up Arrow Key** - This key is used to move the insertion point up one row in the worksheet.
- † **Down Arrow Key** - Use this key to move the insertion point down one row in the worksheet.
- † **Page Up Key** - This key is used to move the insertion point one full screen up in the worksheet.
- † **Page Down Key** - Use this key to move the insertion point one full screen down in the worksheet.
- † **Home Key** - Press this key to move the insertion point to Column A of the Active Row.
- † **Ctrl + Home Key** - This key combination is used to move the insertion point to the first cell in the worksheet (Cell A1).
- † **Ctrl + End Key** - Use this key combination to move the insertion point to the last cell of the worksheet.
- † **Tab Key** - This key can be used to move from one cell to another in the worksheet. Usually this key is set to move the insertion point to the right in a row.
- † **Shift + Tab Keys** - This key combination is used to move the insertion point back one cell at a time.
- † **Enter Key** - To move the insertion point down one row or cell at a time, press this key. The direction that the insertion moves when pressing the Enter Key can be changed in the Options window.
- † **F5 Key or Ctrl Key + the letter G**
  - ★ Either one of these options is used to open the **Go to** dialog box.
  - ★ Once in the dialog box, key the cell reference into the text box to move the insertion point to the desired cell.
- † **Ctrl Key + PageUp Key** - This key combination is used to move to the right through the sheet tabs.
- † **Ctrl Key + Page Down Key** - Use this key combination to move to the left through the sheet tabs.

### SCROLL THROUGH A WORKSHEET

The Scroll Bars can be used to view a different area of a worksheet other than where the insertion point is located. The table below describes how to scroll through a worksheet using the Scroll Bar.

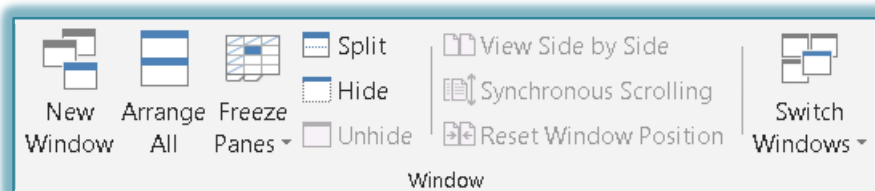
| TO SCROLL        | DO THIS  |
|------------------|--|
| One Row Up       |  Click the <b>Up Scroll Arrow</b> on the <b>Vertical Scroll Bar</b> .   |
| One Row Down     |  Click the <b>Down Scroll Arrow</b> on the <b>Vertical Scroll Bar</b> .   |
| One Column Left  |  Click the <b>Left Scroll Arrow</b> on the <b>Horizontal Scroll Bar</b> .<br>This scroll bar will only appear when the worksheet is wider than the program window.  |
| One Column Right |  Click the <b>Right Scroll Arrow</b> on the <b>Horizontal Scroll Bar</b> .<br>This scroll bar will only appear when the worksheet is wider than the program window. |

| TO SCROLL               | DO THIS   |
|-------------------------|---|
| One Window Up           | Click above the <b>Scroll Box</b> on the <b>Vertical Scroll Bar</b> .   |
| One Window Down         | Click below the <b>Scroll Box</b> on the <b>Vertical Scroll Bar</b> .   |
| One Window Left         | Click to the left of the <b>Scroll Box</b> on the <b>Horizontal Scroll Bar</b> . This scroll bar will only appear when the worksheet is wider than the program window.  |
| One Window Right        | Click to the right of the <b>Scroll Box</b> on the <b>Horizontal Scroll Bar</b> . This scroll bar will only appear when the worksheet is wider than the program window. |
| <b>A Large Distance</b> | Hold down the <b>Shift</b> key while dragging the <b>Scroll Box</b> .   |

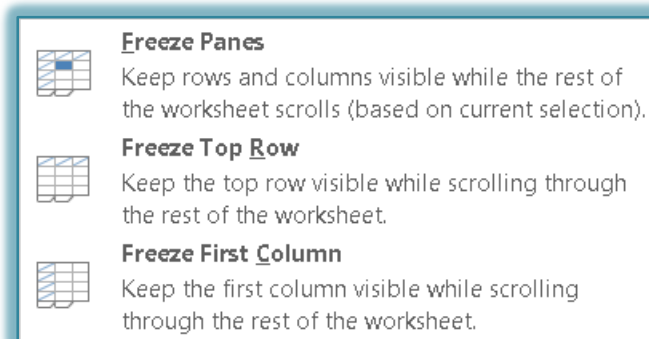
### FREEZE PANES

This option is used to keep names of columns and/or rows in sight. It locks the row or column that contains the names depending on the cells selected. As you scroll through the worksheet, the column and row names will always display. To freeze columns or rows, do not select the names themselves. Panes can be frozen anywhere, not just below the first row or to the right of the first column.

- † Select the area in the worksheet that is to be frozen. To freeze:
  - ★ **Column Names** – Select the first row below the names.
  - ★ **Row Names** – Select the first column to the right of the names.
  - ★ **Both Column and Row Names** – Click the cell that is just below the column names and just to the right of the row names.
- † Click the **View Tab**.
- † In the **Window Group**, click the **Freeze Panes** button.



- † A list of **Freeze Panes** options will appear. These options are listed in the illustration below.



### Freeze More Than One Row and/or Column

- † Click the cell to the right of the rows and/or columns that are to be frozen.
- † Click the **View Tab**.

- † In the **Windows Group**, click the **Freeze Panes** button.
- † Click **Freeze Panes** in the list that appears.

### Freeze Top Row In Worksheet

- † Click anywhere within the worksheet.
- † Click the **View Tab**.
- † In the **Windows Group**, click the **Freeze Panes** button.
- † Select **Freeze Top Row** from the list.

### Freeze First Column In Worksheet

- † Click anywhere within the worksheet.
- † Click the **View Tab**.
- † In the **Windows Group**, click the **Freeze Panes** button.
- † Select **Freeze First Column** from the list.

### Unfreeze Panes

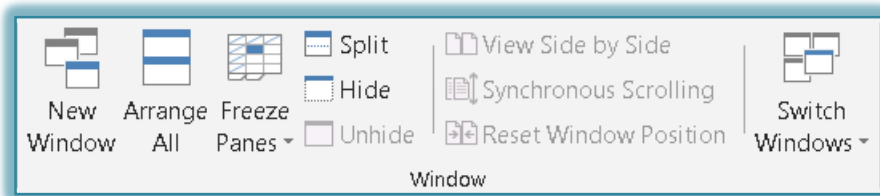
- † Click the **View Tab**.
- † In the **Windows Group**, click the **Freeze Panes** button.
- † Click **Unfreeze Panes**.

## **SPLIT PANES**

Another way to move around the worksheet is to split the worksheet into more than one pane. A worksheet can be split into two or four different panes. This allows you to have different views, all at the same time, of the data in the worksheet. This makes it easy to paste data between different areas of a large worksheet.

### Apply the Split

- † Select the area in the worksheet where the split is to occur.
- † Click the **View Tab**.
- † In the **Windows Group**, click the **Split** button.



- † A line will appear between the areas where the split occurs.
- † It is possible to split panes into:
  - ★ **Two Panes Above and Below Each Other** – To use this option, select the row below where the split is to appear. You must be in the first column of the row in order for this to work.
  - ★ **Two Panes Side by Side** – To have two panes of the worksheet appear side by side, select the column to the right of where the split is to appear. You must be in the first row of the column for this to work.
  - ★ **Four Panes** – Click the cell below and to the right of where the split is to appear to display the worksheet in four panes.

### Remove the Split

- † Click the **View Tab**.
- † In the **Windows Group**, click the **Split** button.
- † This is a toggle button that when clicked the first time applies the split to the window.
- † Clicking the button the second time will remove the split.

**NOTE:**

- ✘ If the panes in a worksheet have already been frozen and the split panes option is applied, the frozen panes will simultaneously be unfrozen.
- ✘ If the panes in a worksheet have already been split and the freeze panes option is applied, the split panes will simultaneously be removed.
- ✘ It is not possible to freeze and split panes at the same time.