

## MOVING 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. All of these options are described in this document.







### KEYBOARD KEYS

- ❖ **Left Arrow Key** - Use this key to move the insertion point to the left one cell.
- ❖ **Right Arrow Key** - Use this key to move the insertion point to the right one cell.
- ❖ **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 Keys** - This key combination is used to move the insertion point to the first cell in the worksheet (Cell A1).
- ❖ **Ctrl + End Keys** - Use this key combination to move the insertion point to the end 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.
- ❖ **Enter Key** - To move the insertion point down one row or cell at a time, press this key.
- ❖ **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

To view a different area of a worksheet other than where the insertion point is located, the Scroll Bars can be used. 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>
One Column Right	 Click the <b>Right Scroll Arrow</b> on the <b>Horizontal Scroll Bar</b>

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 above the <b>Scroll Box</b> on the <b>Vertical Scroll Bar</b>
One Window Left		Click above the <b>Scroll Box</b> on the <b>Vertical Scroll Bar</b>
One Window Right		Click above the <b>Scroll Box</b> on the <b>Vertical Scroll Bar</b>
A Large Distance	 	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. This 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 names, 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 **Window** on the **Menu Bar**.
- ❖ Click the **Freeze Panes** option from the list.
- ❖ To freeze more than one column:
  - Click the cell to the right of the columns that are to be frozen, such as Column D.
  - Click **Windows** on the **Menu Bar**.
  - Click the **Freeze Panes** option from the list.
- ❖ To freeze more than one row:
  - Click the cell just below the rows that are to be frozen, such as Row 3.
  - Click **Windows** on the **Menu Bar**.
  - Click the **Freeze Panes** option from the list.
- ❖ To freeze both columns and rows:
  - Click the cell to the right of the column(s) that is to be frozen, such as Column C.
  - Click the cell directly below the row(s) that is to be frozen, such as Row 5.
  - Click **Windows** on the **Menu Bar**.
  - Click the **Freeze Panes** option from the list.
- ❖ **Unfreezing the Panes**
  - Click **Window** on the **Menu Bar**.
  - 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. To split panes in a worksheet:

- ❖ Select the area in the worksheet where the split is to occur.
- ❖ Click **Window** on the **Menu Bar**.

- ❖ Select **Split** from the list of options.
- ❖ A line will appear between the two areas.
- ❖ 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 that 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.
- ❖ **Removing the Split**
  - Click **Window** on the **Menu Bar**.
  - Click **Remove Split** from the list of options.

**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.