

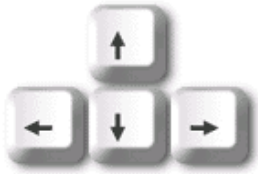
# Navigating within a worksheet

## Microsoft Excel 2003

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
1	trading_date	closing_index	index_retur
2	19960103	113.347	-0.002
3	19960104	116.058	0.023
4	19960105	112.772	-0.028
5	19960108	112.617	-0.001
6	19960109	115.726	0.027

### ***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
2170	20041224	337.489	0.001029	
2171	20041227	336.49	-0.00296	
2172	20041228	335.005	-0.004413	
2173	20041229	332.821	-0.006519	
2174	20041230	332.127	-0.002085	
2175	20041231	328.692	-0.010342	
2176				
2177				

### ***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.