


# Microsoft Excel - Navigating and Select Screen Elements



## Navigating and Select Screen Elements

### Selecting Screen Elements

Areas	Click and drag over the area with the left mouse button.
Columns	Click on the column letter in the heading area, the column will highlight indicating the column selected.  To select more than one Column click on the first heading and drag, highlighting the columns as required.
Rows	The same process as selecting columns, click the row number you wish to highlight.  To select more than one row, click on the first row number required and drag down/ selecting the row numbers required.
Entire Spreadsheet	Click in the box to the left of the first column. 
Non-Adjacent Cells	Click and drag to select the first area, then hold down the control key (CTRL) when making subsequent selections.

### Keys for Navigating the Worksheet

Up arrow	Up one window
Down arrow	Down one window
Left arrow	One cell to the left
Right arrow	One cell to the right
Enter	One cell Down
Tab	One cell to the right
Shift+Tab	One cell to the left
Page Up	Up one screen
Page Down	Down one screen
Home	Moves to column A in the current row
Ctrl+Home	Moves the cursor to A1
Ctrl+End	Last cell containing data
Ctrl+*	Selects the active area
Ctrl+Pgdn	Next worksheet

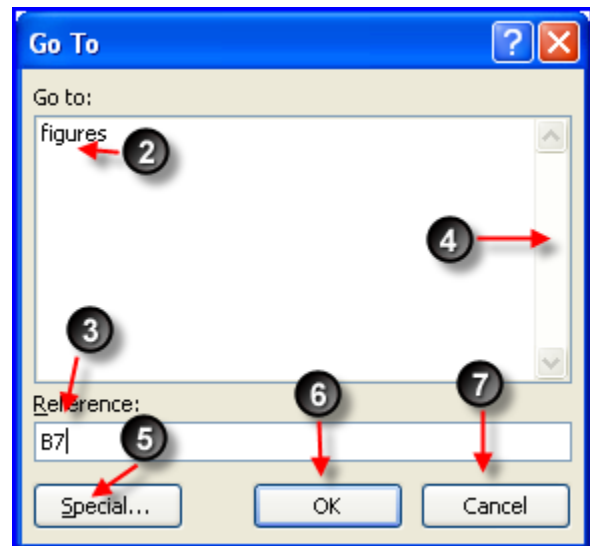
Ctrl+Pgup      Previous worksheet

## Moving to a Specified Cell

The **Go To** command allows you to move to a specific cell on the current worksheet or other sheets within the workbook.

Press the function key 'F5'

The **Go To** dialog box will be displayed.



You are able to select named ranges already created within the workbook.

or

On the **reference** line enter the desired cell reference.

If you need to select a cell on a different sheet, you must enter the sheet name and cell. The syntax for this sheet!a1

**Scroll** up or down navigation when there are a number of named ranges to choose from.

**Special:** Select other location such as 'blanks, comments, formulas etc.

Click **Ok**.

**Cancel** process.