

MOVING AROUND IN AN EXCEL DOCUMENT:

Welcome to Discover Excel, where you can find Excel training programs and quick lessons and tips for improving your efficiency and building your knowledge of Excel.

For this week's quick lesson, we will be providing you with several options for moving around within your Excel document in Microsoft Excel 365. You should find that many of these options are the same across most versions of Excel, but we will be working in MS Excel 365 for this demonstration.

- **MOVING SELECTED CELL FROM LEFT TO RIGHT AND RIGHT TO LEFT:**

- **TAB** – Use the Tab key to move over 1 cell to the right from your current location.
- **SHIFT-TAB** – Hold down the Shift key and hit the Tab key to move over 1 cell to the left from your current location.
- **ARROWS** – Use the Right and Left arrow keys to move left and right

- **MOVING SELECTED CELL UP AND DOWN:**

- **ENTER** –Enter key moves down 1 cell to the cell below your current location.
- **SHIFT-ENTER** – Hold down the Shift key and hit the Enter key to move up 1 cell to the cell above your current location.
- **ARROWS** – Use the Up and Down arrow keys to move up and down.

- **MOVING SELECTED CELL TO BEGINNING AND END OF YOUR DATA:**

- **CONTROL-ARROW UP** – Hold down the Control (CTRL) key and press the up arrow to move to the top edge of your current data area.
- **CONTROL-ARROW DOWN** – Hold down the Control (CTRL) key and press the up arrow to move to the top edge of your current data area.
- **CONTROL-ARROW RIGHT** – Hold down the Control (CTRL) key and press the right arrow to move to the far right edge of your current data area.
- **CONTROL-ARROW LEFT** – Hold down the Control (CTRL) key and press the left arrow to move to the far left edge of your current data area.
- **CONTROL-ARROW UP** – Hold down the Control (CTRL) key and press the up arrow to move to the top edge of your current data area.

- **MOVING SELECTED CELL TO BEGINNING AND END OF A WORKSHEET:**

- **CONTROL-HOME** – Hold down the Control (CTRL) key and press the home key to move to the very 1st cell in your Excel worksheet (A1).
- **CONTROL-END** – Hold down the Control (CTRL) key and press the end key to move to the last cell in your Excel worksheet that contains formatting and/or data.
- **CONTROL-ARROW RIGHT** – Hold down the Control (CTRL) key and press the right arrow to move to last column that contains data in your current row. If there is no data in the row or you are at the end of the data in that row, Control-Arrow Right moves you to the last column available in the current row (Example: Column XFD).
- **CONTROL-ARROW LEFT** - Hold down the Control (CTRL) key and press the left arrow to move to first column that contains data in your current row. If there is no data in the row or you are at the beginning of the data in that row, Control-Arrow Left will move you to the first column available in the current row (Example: Column A).
- **CONTROL-ARROW UP** - Hold down the Control (CTRL) key and press the up arrow to move to first row that contains data in your current column. If there is no data in the column or you are at the beginning of the data in that column, Control-Arrow Up will move you to the first row available in the current column (Example: Row 1).
- **CONTROL-ARROW DOWN** - Hold down the Control (CTRL) key and press the down arrow to move to last row that contains data in your current column. If there is no data in the column or you are at the end of the data in that column, Control-Arrow down moves you to the last row available in the current column (Example: Row 1,048,576).

- **MOVING BETWEEN WORKSHEETS WITHIN A WORKBOOK: If you have multiple worksheets in your document, you can simply click on the tab you want to move to at the bottom of the page with your mouse. If you like having keyboard options as an alternative, below is an easy way to accomplish this.**

- **CONTROL-PAGE UP** – Hold down the Control (CTRL) key and press the Page Up key to move to the worksheet to the left of your current worksheet. You will be taken to the current selected cell in each worksheet instead of the first or last cell. (Example: If you last entered data into cell B12 and then selected the next worksheet to the right, when you use Control-Page Up, it will automatically take you to cell B12, where you last entered data).
- **CONTROL-PAGE DOWN** – Hold down the Control (CTRL) key and press the Page Down key to move to the worksheet to the right of your current worksheet. You will be taken to the current selected cell in each worksheet instead of the first or last cell. (Example: If you last entered data into cell B12 and then selected the next worksheet to the left, when you use Control-Page Down, it will automatically take you to cell B12, where you last entered data).

We hope you found this lesson to be helpful and informative and we look forward to seeing you in future lessons.