

Moving Through Cells

Use the mouse to select a cell you want to begin adding data to and use the keyboard strokes listed in the table below to move through the cells of a worksheet.

Movement	Key stroke
One cell up	up arrow key
One cell down	down arrow key or ENTER
One cell left	left arrow key
One cell right	right arrow key or TAB
Top of the worksheet (cell A1)	CTRL+HOME
End of the worksheet (last cell containing data)	CTRL+END
End of the row	CTRL+right arrow key
End of the column	CTRL+down arrow key
Any cell	File Go To menu bar command

Adding Worksheets, Rows, and Columns

- **Worksheets** - Add a worksheet to a workbook by selecting **Insert|Worksheet** from the menu bar.
- **Row** - To add a row to a worksheet, select **Insert|Rows** from the menu bar, or highlight the row by clicking on the row label, right-click with the mouse, and choose **Insert**.
- **Column** - Add a column by selecting **Insert|Columns** from the menu bar, or highlight the column by click on the column label, right-click with the mouse, and choose **Insert**.

Resizing Rows and Columns

There are two ways to resize rows and columns.

- **Resize a row** by dragging the line below the label of the row you would like to resize. **Resize a column** in a similar manner by dragging the line to the right of the label corresponding to the column you want to resize.
- OR -
- Click the row or column label and select **Format|Row|Height** or **Format|Column|Width** from the menu bar to enter a numerical value for the height of the row or width of the column.

Selecting Cells

Before a cell can be modified or formatted, it must first be selected (highlighted). Refer to the table below for selecting groups of cells.

Cells to select	Mouse action
One cell	click once in the cell
Entire row	click the row label
Entire column	click the column label
Entire worksheet	click the whole sheet button
Cluster of cells	drag mouse over the cells or hold down the SHIFT key while using the arrow keys

To activate the contents of a cell, double-click on the cell or click once and press **F2**.

Moving and Copying Cells

Moving Cells

To cut cell contents that will be moved to another cell select **Edit|Cut** from the menu bar or click the **Cut** button on the standard toolbar.

Copying Cells

To copy the cell contents select **Edit|Copy** from the menu bar or click the **Copy** button on the standard toolbar.

Pasting Cut and Copied Cells

Highlight the cell you want to paste the cut or copied content into and select **Edit|Paste** from the menu bar or click the **Paste** button on the standard toolbar.

Drag and Drop

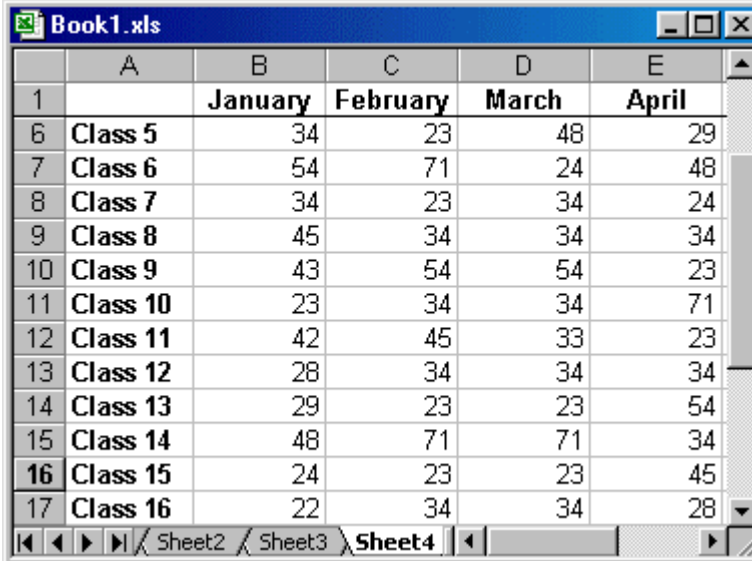
If you are moving the cell contents only a short distance, the drag-and-drop method may be easier. Simply drag the highlighted border of the selected cell to the destination cell with the mouse.

Freeze Panes

If you have a large worksheet with column and row headings, those headings will disappear as the worksheet is scrolled. By using the Freeze Panes feature, the headings can be visible at all times.

- Click the label of the row below the row that should remain frozen at the top of the worksheet.
- Select **Window|Freeze Panes** from the menu bar.

- To remove the frozen panes, select **Window|Unfreeze Panes**.



The screenshot shows a window titled "Book1.xls" containing a spreadsheet. The spreadsheet has columns labeled A through E and rows numbered 1 through 17. Row 1 is frozen, containing the headers "January", "February", "March", and "April" under columns B, C, D, and E respectively. The rows below (rows 6-17) contain data for "Class 5" through "Class 16". The row numbers skip from 1 to 6, indicating that rows 2 through 5 are hidden. The spreadsheet is currently displaying "Sheet4" in the bottom tab bar.

	A	B	C	D	E
1		January	February	March	April
6	Class 5	34	23	48	29
7	Class 6	54	71	24	48
8	Class 7	34	23	34	24
9	Class 8	45	34	34	34
10	Class 9	43	54	54	23
11	Class 10	23	34	34	71
12	Class 11	42	45	33	23
13	Class 12	28	34	34	34
14	Class 13	29	23	23	54
15	Class 14	48	71	71	34
16	Class 15	24	23	23	45
17	Class 16	22	34	34	28

Freeze panes has been added to row 1 in the image above. Notice that the row numbers skip from 1 to 6. As the worksheet is scrolled, row 1 will remain stationary while the remaining rows will move.