Navigating within spreadsheet:

Calc provides many ways to navigate within a spreadsheet from cell to cell and sheet to sheet:

**Cell Navigation**

When a cell is selected or in focus, the cell borders are emphasized. When a group of cells is selected, the cell area is colored.

- **Using the mouse**: place the mouse pointer over the cell and click the left mouse button. To move the focus to another cell using the mouse, simply move the mouse pointer to the cell where you want the focus to be and click the left mouse button.

- **Using a cell reference**: highlight or delete the existing cell reference in the Name Box on the Formula Bar. Type the new cell reference of the cell that you want to move to and press Enter key. Cell references are case-insensitive: for example, typing either a3 or A3 will move the focus to cell A3.

- **Using the Navigator**: press the F5 key to open the Navigator dialog or click the Navigator button in the open Sidebar. Type the cell reference into the Column and Row fields and press the Enter key.

- **Using the Enter key**: pressing Enter moves the cell focus down in a column to the next row. Pressing Shift + Enter moves the focus up in a column to the previous row.

- **Using the Tab key**: pressing Tab moves the cell focus right in a row to the next column. Pressing Shift + Tab moves the focus to the left in a row to the previous column.

- **Using the arrow keys**: pressing the arrow keys on the keyboard moves the cell focus in the direction of the arrow pressed.
Using Home, End, Page Up and Page Down

- **Home** moves the cell focus to the start of a row.
- **End** moves the cell focus to the last cell on the right in the row in the right-most column that contains data.
- **Page Down** moves the cell focus down one complete screen display.
- **Page Up** moves the cell focus up one complete screen display.

**Sheet Navigation:**

Each sheet in a spreadsheet is independent of the other sheets, though references can be linked from one sheet to another. There are three ways to navigate between sheets in a spreadsheet:

- **Using the Navigator:** when the Navigator is open, double-click on any of the listed sheets to select the sheet.
- **Using the keyboard:** use key combinations Ctrl + Page Down to move one sheet to the right and Ctrl + Page Up to move one sheet to the left.
- **Using the mouse:** click on one of the sheet tabs at the bottom of the spreadsheet to select that sheet.

If the spreadsheet contains a lot of sheets, then some of the sheet tabs may be hidden. If this is the case:

- Using the four buttons to the left of the sheet tabs can move the tabs into view.
- Right-clicking on any of the arrows opens a context menu where you can select a sheet.

**Keyboard Navigation:**

To navigate a spreadsheet using the keyboard, pressing a key or a combination of keys. The following table lists the keys and key combinations we can use for spreadsheet navigation in Calc.
**Assignments:**

A. What are the ways to navigate within spreadsheet?

B. How can you jump directly at a particular cell by using navigator?