

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-3)  
[Navigating within Spreadsheet]

Date: 15-05-20

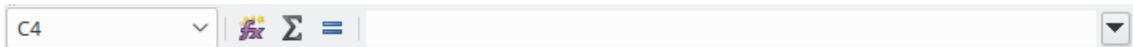
## Navigating within spreadsheet:

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

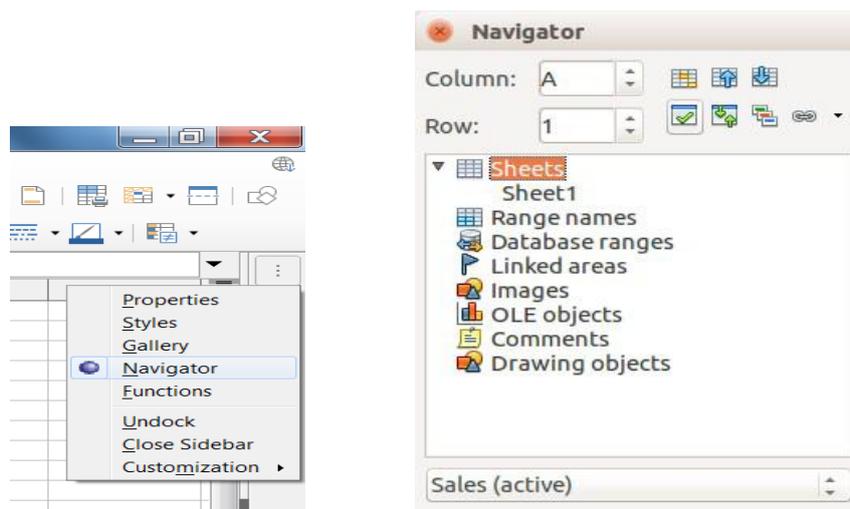
### Cell Navigation

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 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 wants 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.

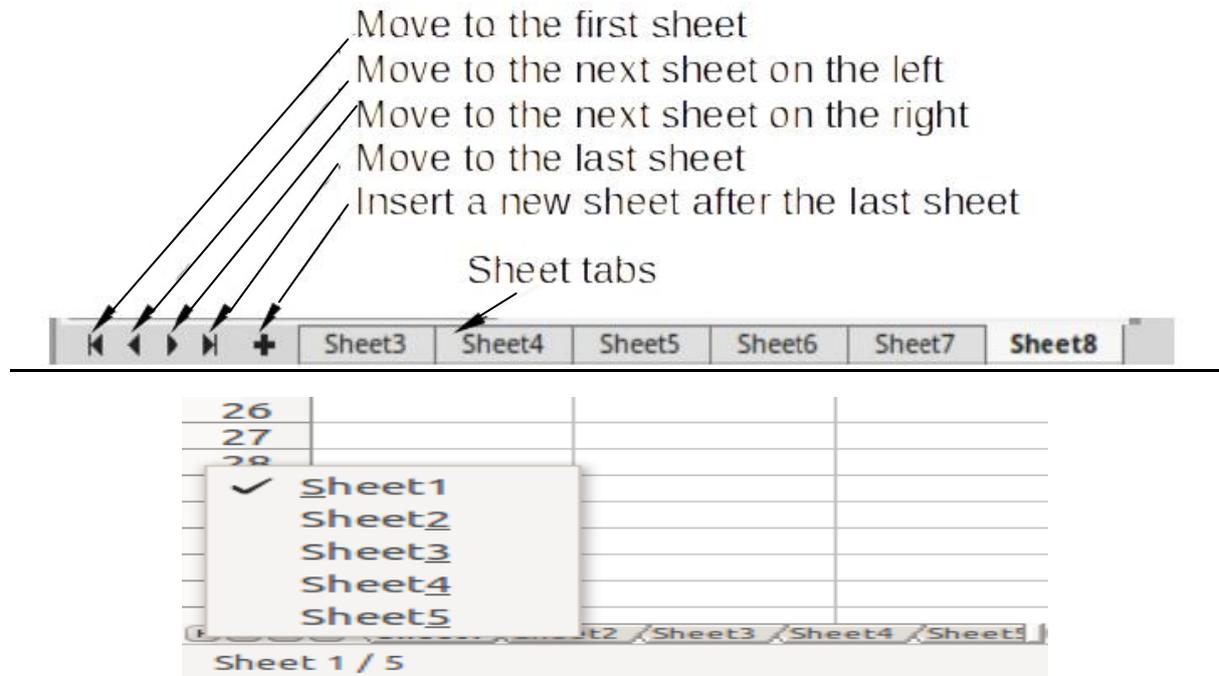
## **Sheet Navigation:**

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.

# NIELIT Gorakhpur

<b>Keyboard shortcut</b>	<b>Cell navigation</b>
→	Moves cell focus right one cell.
←	Moves cell focus left one cell.
↑	Moves cell focus up one cell.
↓	Moves cell focus down one cell.
<i>Ctrl</i> +→	Moves cell focus to the first column on the right containing data in that row if cell focus is on a blank cell. Moves cell focus to the last column on the right in the same range of occupied cells in that row if cell focus is on a cell containing data. Moves cell focus to the last column on the right in the spreadsheet if there are no more cells containing data.
<i>Ctrl</i> +←	Moves cell focus to the last column on the left containing data in that row if cell focus is on a blank cell. Moves cell focus to the first column on the left in the same range of occupied cells in that row if cell focus is on a cell containing data. Moves cell focus to the first column in that row if there are no more cells containing data.
<i>Ctrl</i> +↑	Moves cell focus from a blank cell to the first cell above containing data in the same column. Moves cell focus to the first row in the same range of occupied cells if cell focus is on a cell containing data. Moves cell focus from the last cell containing data to the cell in the same column in the first row of the spreadsheet.
<i>Ctrl</i> +↓	Moves cell focus from a blank cell to the first cell below containing data in the same column. Moves cell focus to the last row in the same range of occupied cells in that column if cell focus is on a cell containing data. Moves cell focus from the last cell containing data to the cell in the same column in the last row of the spreadsheet.
<i>Ctrl</i> +Home	Moves cell focus from anywhere on the spreadsheet to Cell A1 on the same sheet.
<i>Ctrl</i> +End	Moves cell focus from anywhere on the spreadsheet to the last cell in the lower right-hand corner of the rectangular area of cells containing data on the same sheet.
<i>Alt</i> +Page Down	Moves cell focus one screen to the right (if possible).
<i>Alt</i> +Page Up	Moves cell focus one screen to the left (if possible).
<i>Ctrl</i> +Page Down	Moves cell focus to the cell on the next sheet to the right in sheet tabs where the focus was there before; if the spreadsheet has more than one sheet.
<i>Ctrl</i> +Page Up	Moves cell focus to the cell on the next sheet to the left in sheet tabs where the focus was there before; if the spreadsheet has more than on sheet.
<i>Tab</i>	Moves cell focus to the next cell on the right.
<i>Shift</i> + <i>Tab</i>	Moves cell focus to the next cell on the left.
<i>Enter</i>	Moves cell focus down one cell (unless changed by user). See the next topic.
<i>Shift</i> + <i>Enter</i>	Moves cell focus up one cell (unless changed by user).

## **Assignments:**

- A. What are the ways to navigate within spreadsheet?**
- B. How can you jump directly at a particular cell by using navigator?**