

John Matthews
JohnMatthews.us
jwmatt@yahoo.com



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Microsoft Windows Tip of the Day

Excel Arrow Keys

by John Mathews, MBA & CT
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In Microsoft Excel, you use the arrow keys and

- move the active cell up, down, right, left, or
- move the entire spreadsheet up, down, right, left, but the active cell remains the same

Q: How do you switch from one mode to the other mode?

A: Toggle the “Scroll” key on the keyboard.

- Tap the “Scroll” key once, and the arrow keys move the active cell.
- Tap the “Scroll” key again, and the arrow keys move the spreadsheet but not the active cell.
- Tap the “Scroll” key again, and you return to moving the active cell.