

Navigating Your Large Workbook

Efficiently navigating through a workbook can be challenging, especially when working with large workbooks or worksheets. This document includes tips and shortcuts for navigating in Excel 2007.

Keyboard Shortcuts

Learning keyboard shortcuts will save you time when working with your workbook. The following table displays some common shortcuts and their keyboard combinations.

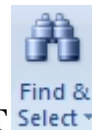
NOTE: If an action you want to use does not have a keyboard shortcut, you can create a macro for it.

Keyboard shortcut	Function
[Ctrl] + [Page Down]	Move to the next sheet
[Ctrl] + [Page Up]	Move to the previous sheet
[Ctrl] + [F6]	Move to the next open workbook
[Ctrl] + [Shift] + [F6]	Move to the previous open workbook

Using the Go To Command

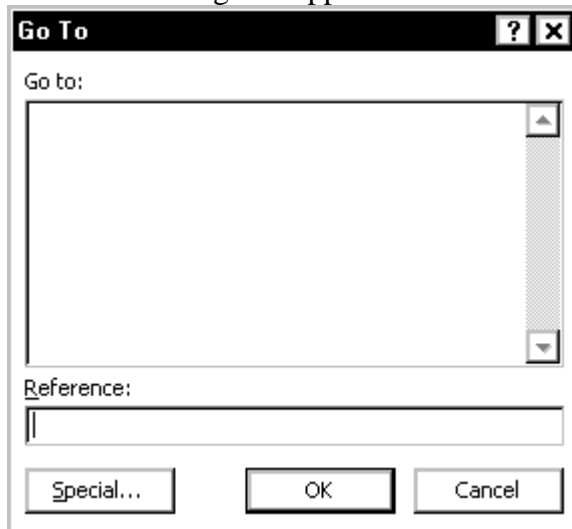
To move to a specific cell of the worksheet, you can use the *Go To* command. The *Go To* command is also useful when moving between ranges. For information on how to add a range, refer to Referencing Cells with Names: Creating Range Names.

1. Select the *Home* command tab



2. In the *Editing* group, click **FIND & SELECT** » select *Go To...*
OR press [F5].

The *Go To* dialog box appears.



3. In the *Go to* scroll box, select a range name
OR
In the *Reference* text box, type a cell location
4. OPTIONAL: For advanced *Go To* options
 - a. Click **SPECIAL**
 - b. Select an option
5. Click **OK** the *Go To* dialog box closes and the selected cell range or cell location is highlighted.

Using Screen Options

When working on large worksheets, you may need to see different parts of the worksheet at once. Excel offers two ways of doing this: Freeze Panes and Split Screens.

Freezing Panes

Excel's *Freeze Panes* feature lets you keep specific rows and columns visible while scrolling through the worksheet. You can freeze rows, columns, or both.

1. OPTIONAL: To freeze a specific range of rows and/or columns, click the cell immediately below and to the right of the last cell in the range you want frozen
HINT: The selected cell functions as an indicator, for which all cells above and left of it will be frozen. The selected cell will not be included in the range.
2. Select the **View** command tab



Freeze
Panels ▾

3. In the *Window* group, click **FREEZE PANES**

4. To freeze the selected range of cells, select **Freeze Panes** to freeze the first row of the worksheet, select **Freeze Top Row** to freeze the first column of the worksheet, select **Freeze First Column**
The selected pane is frozen.

Unfreezing Panes

1. Select the **View** command tab




Freeze
Panels ▾

2. In the *Window* group, click **FREEZE PANES**
3. Select **Unfreeze Panes** all panes are unfrozen.

Splitting Screens

The *Split Screen* option is useful when you want to see separate sections of one worksheet at the same time.

1. Select the cell where you want the split to occur
HINT: The split will occur from the upper left corner of the selected cell.
2. Select the **View** command tab
3. In the *Window* group, click **SPLIT**  the workbook is split into four sections.
4. OPTIONAL: To resize the panes
 - a. Click and hold the border you want to resize
 - b. Drag the border to your preferred location
 - c. Release the mouse button the pane is resized.

Uniting Screens

1. From the *View* command tab, in the *Window* group, click **SPLIT**  the workbook refreshes to display a single pane.

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