

Navigating and Selecting within a Table

Because table cells usually require unique information and/or formatting, a good understanding of Word's cell navigation and selection options can save time and prevent frustration when working with tables. In addition, while you can navigate and select with your mouse or your keyboard, most users prefer one method to the other. Accordingly, this document discusses all navigation and selection options while focusing on timesaving keyboard combinations.

Using the Tab Key for Alignment

Within a table, the [Tab] key is used to move between cells, rather than for its traditional function of inserting tabs.

To use the [Tab] key for alignment within a table cell:

1. Set the tab
for information on how to set tabs, refer to Setting Tabs.
2. Place the insertion point within the cell that contains the tab stop
3. Press **[Ctrl] + [Tab]**

Navigating within a Table Using Keys

You can use the keyboard to navigate through your table. The following table illustrates these keyboard shortcuts and their functions.

To Move to...	Press...
Next cell	[Tab] OR [Right Arrow]
Previous cell	[Shift] + [Tab] OR [Left Arrow]
Next row	[Down Arrow]
Previous row	[Up Arrow]
First cell in a row	[Alt] + [Home]
Last cell in a row	[Alt] + [End]



First cell in a column **[Alt] + [Page Up]**

Last cell in a column **[Alt] + [Page Down]**

Add a tab for alignment within a cell **[Ctrl] + [Tab]**

Selecting within a Table

You can use the keyboard and mouse to select cells and data in your table.

To Select...	Steps
Data in next cell	[Tab] NOTE: There must be data (e.g., text) in the cell for this option to work; if the cell is empty, the [Tab] key only moves to the cell without selecting it.
Data in previous cell	[Shift] + [Tab] NOTE: There must be data (e.g., text) in the cell for this option to work; if the cell is empty the [Tab] key only moves to the cell without selecting it.
Entire row	Click and drag your mouse across the row OR Hold your mouse at the left of the row; when an arrow  appears, click to select the row
Entire column	Click and drag your mouse down the column OR Hold your mouse at the top of the column; when a down arrow  appears, click to select the column
Entire table	With the number lock off, press [Alt] + [5] NOTE: The [5] must be pressed from the 10-key pad.
Multiple contiguous cells, rows, or columns	Click and drag your mouse across the cells
Multiple non-contiguous cells, rows, or columns	Make your first selection; then press [Ctrl] + click and drag across additional cells, rows, or columns