## Moving around Spreadsheet

<table>
<thead>
<tr>
<th>Movement</th>
<th>Key(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>cell to right</td>
<td>Tab or →</td>
</tr>
<tr>
<td>cell down</td>
<td>↓ or ↓</td>
</tr>
<tr>
<td>jump to</td>
<td></td>
</tr>
<tr>
<td>end of row or column of <strong>filled</strong> cells</td>
<td>double click border</td>
</tr>
<tr>
<td>left most cell in row</td>
<td>←</td>
</tr>
<tr>
<td>right most cell in row</td>
<td>→</td>
</tr>
<tr>
<td>1st cell in spreadsheet</td>
<td>Ctrl Hm</td>
</tr>
<tr>
<td>bottom right corner</td>
<td>Ctrl End</td>
</tr>
</tbody>
</table>

### Information in cells

<table>
<thead>
<tr>
<th>Action</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>copy cell above</td>
<td>Ctrl +</td>
</tr>
<tr>
<td>pick from entries in list</td>
<td>rt click on cell &gt;&gt; double-click cell</td>
</tr>
<tr>
<td>edit in cell</td>
<td></td>
</tr>
<tr>
<td>Select a range</td>
<td>click and drag on diagonal</td>
</tr>
<tr>
<td>using mouse</td>
<td></td>
</tr>
<tr>
<td>using keyboard</td>
<td></td>
</tr>
<tr>
<td>create a custom list</td>
<td>highlight list&gt;&gt; Tools&gt;&gt;Options&gt;&gt;Custom Lists&gt;&gt;Import type entry in list and use fill handle</td>
</tr>
<tr>
<td>get list</td>
<td></td>
</tr>
<tr>
<td>move data with drag and drop</td>
<td>select cells&gt;&gt;click and drag on border&gt;&gt;release</td>
</tr>
<tr>
<td>copy data with drag and drop</td>
<td>select cells&gt;&gt;click and drag on border&gt;&gt;ctrl release</td>
</tr>
<tr>
<td>delete contents of cell but not formatting</td>
<td>Del</td>
</tr>
<tr>
<td>sorting list</td>
<td>place cursor anywhere in list, click</td>
</tr>
<tr>
<td>sort single column</td>
<td>select column first, then click</td>
</tr>
</tbody>
</table>