



# Tables - Navigating Cells

## How do I move from one cell to another?

### <tab> key

1. To move from one cell to the next press the <Tab> key once.



2. Press <Shift> + <Tab> to move back one cell at a time.



### Cursor keys

1. Use the cursor keys to move in the direction of the arrow on the key. If text exists in a cell using the left and right cursor keys will take you through the word, one character at a time.

### Mouse

1. Position the cursor over the cell.
2. Click once.



For help and assistance,  
call the ICT Helpdesk  
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...' series of helpsheets. For more, visit [ictsupport.key.org.uk](https://ictsupport.key.org.uk)