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Launch Tip of the Month February 2023

Microsoft Excel makes it easy to work with lists. These lists can hold a lot of information because Excel has 1,048,576 rows. There are a couple of tricks to help you navigate to the top or bottom of the list quickly as long as the list contains no blank cells.

Consider a list of states.

	A	B	C
1			
2		Alabama	
3		Alaska	
4		Arizona	
5		Arkansas	
6		California	
7		Colorado	
8		Connecticut	
9		Delaware	
10		Florida	
11		Georgia	
12		Hawaii	
13		Idaho	
14		Illinois	
15		Indiana	
16		Iowa	
17		Kansas	
18		Kentucky	
19		Louisiana	
20		Maine	
21		Maryland	
22		Massachusetts	
23		Michigan	
24		Minnesota	
25		Mississippi	
26		Missouri	
27		Montana	
28		Nebraska	
29		Nevada	
30		New Hampshire	
31		New Jersey	
32		New Mexico	
33		New York	
34		North Carolina	
35		North Dakota	
36		Ohio	
37		Oklahoma	
38		Oregon	
39		Pennsylvania	
40		Rhode Island	
41		South Carolina	
42		South Dakota	
43		Tennessee	
44		Texas	
45		Utah	
46		Vermont	
47		Virginia	
48		Washington	
49		West Virginia	
50		Wisconsin	
51		Wyoming	
52			

If you want to jump from Alabama to Wyoming, or from Wyoming to Alabama, you can do either of the following:

Method 1

1. Click in the cell that contains Alabama.
2. Press the shortcut key Ctrl+Down Arrow to jump to Wyoming.
3. Press the shortcut key Ctrl+Up Arrow to jump back to Alabama.

Method 2

1. Click in the cell that contains Alabama.
2. Double-click the bottom border of the cell to jump to Wyoming.
3. Double-click the top border of the cell to jump back to Alabama.

	A	B	C
1			
2		Alabama	
3		Alaska	
4		Arizona	
5		Arkansas	
6		California	
7		Colorado	



Note: If your list contains a blank cell, these techniques will bring you to the intersection of a cell that has data and a cell that is blank. For example, if Massachusetts was missing from the list and there was a blank cell in its location, using these methods would cause Excel to jump from Alabama to Maryland.

Interested in other ways to quickly navigate an Excel spreadsheet? Schedule a class at your location or via the web!

Featured Course: Getting Started with Microsoft Excel Formulas and Functions

Microsoft Excel: Getting Started with Microsoft Excel Formulas & Functions

3 Hours

- Understanding the user interface
- Customizing the user interface
- Navigating a spreadsheet quickly
- Entering and editing text
- Using Backspace vs. Delete while editing

- Deleting data
- Modifying cell alignment
- Moving and copying data
- Using Undo and Redo
- Using the Autofill handle to copy or extend a series
- Separating and formatting text with FlashFill
- Creating formulas
 - Adding, subtracting, multiplying, and dividing
 - Using cell references and range references
- Creating Basic Functions
 - SUM
 - MAX
 - MIN
 - AVERAGE
 - COUNT
 - COUNTA
- Using AutoFill to copy formulas
- Understanding the Order of Operations
- Finding and replacing information on a spreadsheet
- Understanding relative and absolute references
- Displaying formulas on a spreadsheet
- Formatting a spreadsheet
 - Changing fonts
 - Formatting numbers as currency
 - Centering text across columns
 - Adding headers and footers
 - Changing the orientation of the page
 - Applying borders
 - Scaling a spreadsheet to fit on a page
 - Centering a spreadsheet on a page
- Printing a spreadsheet

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