



MS-OFFICE 2013 - WORD

English version

Tables

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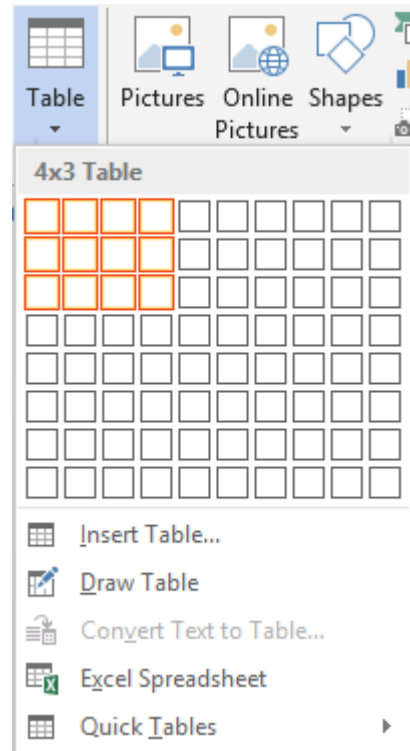
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STANDARD TABLES

1 Creating the table

- INSERT Tab – TABLES Group – TABLE Button



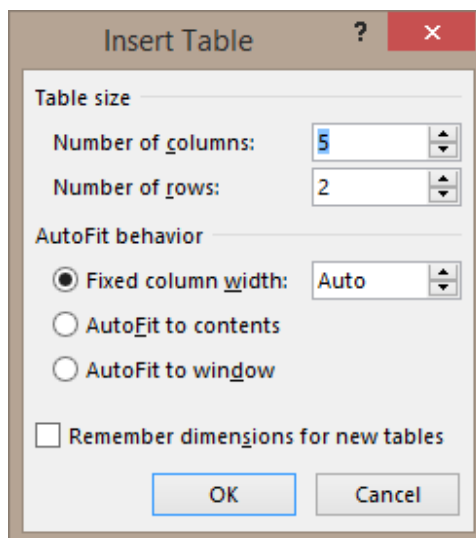
1.1 Using the grid

Point on the grid the required number of rows and columns. Real-time : the table is created in the document. If the result seems satisfactory to you, click to finalize the insertion.

Max number of columns = 63

1.2 Using the dialog box

It is the INSERT TABLE option :



AutoFit behavior

Fixed column width

Word divides the current page width (according to the set margins) by the number of columns you have indicated. The column width will not be automatically modified when you type but you can set the width manually.

AutoFit to contents

The default column width is one character wide and it is automatically enlarged when you type text. But once a column has been manually modified, this autofit behavior stops..

AutoFit to window

The table width is adjusted to fit the window, between the visible margins. When you type, the column width remains fixed, there will be no autofit.

Remember dimensions for new tables ...

The number of columns and rows, the settings indicated for the *AutoFit Behavior* options are saved and they become the default dialog box propositions (valid for next sessions but not saved in Normal.dotm).

1.3 Using the mouse to draw the table

It is the DRAW TABLE option. The pointer becomes a *pencil*. First draw a line starting from a table corner right to the opposite corner in order to set the table size. Then draw the lines and columns inside the table. The DESIGN Tab will be automatically displayed where you will find the *pencil* button but also an *eraser* button.

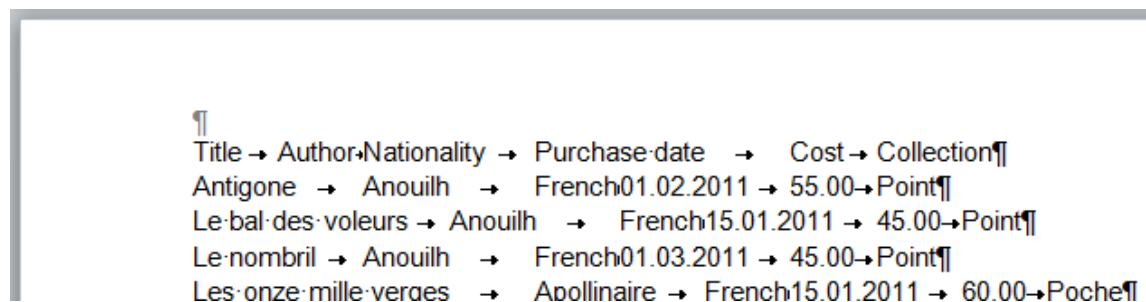
When you have finished : press the Esc key.

Modifying later on

The *Draw Table* button ... will let you split a cell. The *Eraser* button does the contrary, it removes the inside « separation » in order to merge cells. To merge cells, simply point the separation (the pointer displays a sort of sparkle) and click. If merging is not possible – because of other separations depend on this one – then the command simply removes the border line.

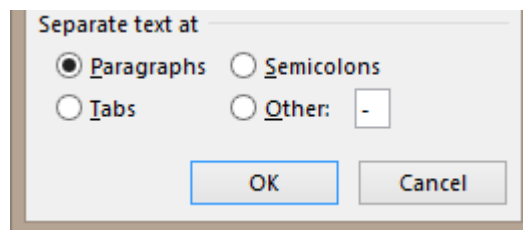
1.4 Using text conversion

It is the CONVERT TEXT TO TABLE option. Select the list of items (they should be separated with a comma, a semi-colon ... as in the following screen capture) : .



The INSERT TABLE dialog box will be displayed, showing a few extra options at its bottom :

Make sure you select the correct separation character



1.5 Using one of the built-in templates



It is the QUICK TABLES option, displaying a gallery of built-in tables. Each sample includes format that you can easily modify and text that you can also overwrite.

Sample : a « standard » table (With Subheads 1)

Enrollment in local colleges, 2005

| College | New students | Graduating students | Change |
|----------------------|--------------|---------------------|-----------|
| <i>Undergraduate</i> | | | |
| Cedar University | 110 | 103 | +7 |
| Elm College | 223 | 214 | +9 |
| Maple Academy | 197 | 120 | +77 |
| Pine College | 134 | 121 | +13 |
| Oak Institute | 202 | 210 | -8 |
| <i>Graduate</i> | | | |
| Cedar University | 24 | 20 | +4 |
| Elm College | 43 | 53 | -10 |
| Maple Academy | 3 | 11 | -8 |
| Pine College | 9 | 4 | +5 |
| Oak Institute | 53 | 52 | +1 |
| Total | 998 | 908 | 90 |

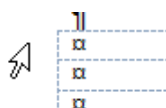
Source: Fictitious data, for illustration purposes only

-  Totals are not automatic because they are not field codes (therefore no F9 to update)
-  If you right click one of the built-in tables, you may also set the insertion point (At Current Document Position, At Page Header, At Beginning of Section and so on).

2 Working with the mouse : selection, width, height ...

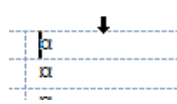
2.1 Selecting

Point the row – in front of the table



Simple click to select a row
Click and drag to select more than one row

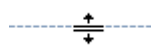
Point the top of a column



Simple click to select the column
Click and drag to select more than one column

2.2 Modifying the row height

Point the separation line



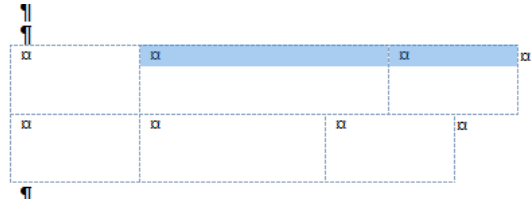
Click and drag to set the height

3 Modifying the column width

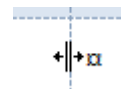
Caution about the selection

No selection : the width will be applied to the active column
(the column containing the insertion point)

One or more cells are selected : the width will be applied ONLY to the selection even if this means disorganizing the table.



Point the separation between two columns, with no special selection



Effects on the other columns when you modify the width of one column

Click and drag



The column located to the right will be enlarged/reduced accordingly.
The table total width is not be modified.

ALT + click and drag



The column located to the right will be enlarged/reduced accordingly but this can be done to the exact mm.
The table total width is not be modified.

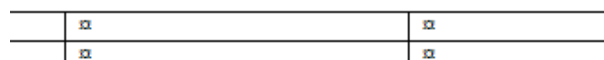
Click and drag to modify one column WHILE ALSO MODIFYING THAT OF THE OTHERS

SHIFT + click and drag



The column located to the right is not affected.
The table total width IS MODIFIED ACCORDINGLY.

This is equivalent to clicking and dragging the columns "squares" in the ruler :



CTRL + SHIFT + click and drag →

All columns located to the right are distributed evenly.
The table total width is not modified

Enlarge or reduce the last column

You enlarge/reduce the column and the table total width is modified accordingly

Autofit like in Excel

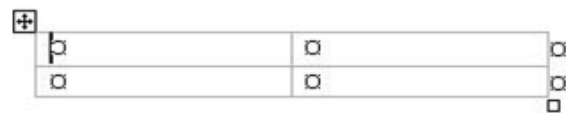
Provided the table does not use the total available width
Double-click on the column separation.

3.1 Resizing a table

Rest the pointer on the table until the table resize handle appears on the lower-right corner of the table, then click and drag as required



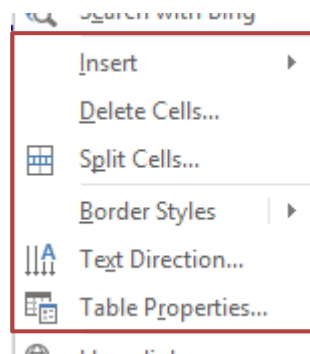
Caution : if you point the top-left corner of the table, you will see a double-cross arrow. If you click and drag it, you will move the table but as a floating object.
See *documentation on graphic objects*



3.2 Shortcut menu

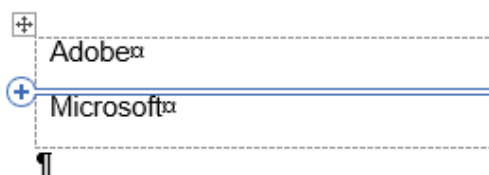
A lot of the table commands have a correspondence if you right click into a table :

Don't hesitate



3.3 Adding a row / column the fast way

Point the separation between two rows (in front of them) or two columns (at the top) and the following button will automatically appear :



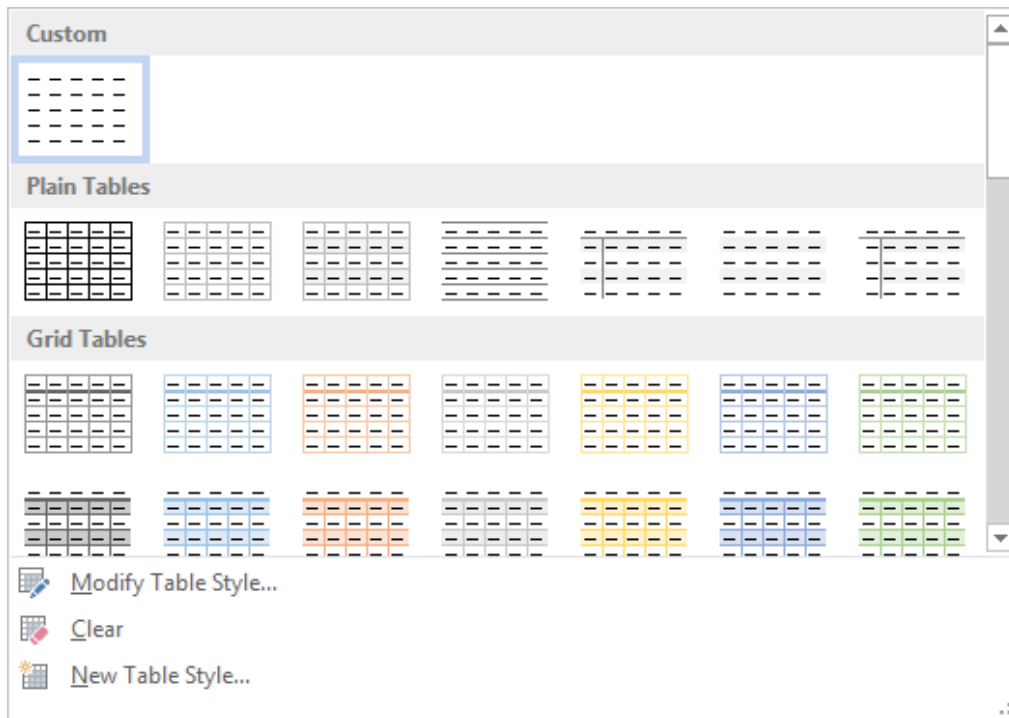
Clic et c'est fait !

4 DESIGN Tab : format options

4.1 Styles

4.1.1 Applying a preset table style

TABLE STYLES Group : here below the styles gallery



The colors come from the current theme. This means that if you choose a theme color, it will be “dynamic”. Change the theme and the color will automatically adapt to the new theme. If you don’t want this to occur, make sure to select an “off-theme” color, one from the *Standard Colors* or *More Colors*.

When you point a given style, it is instantly applied to the current table. If you are satisfied with the result, click and you will *actually apply* it.

4.1.2 Removing the style

No special selection. Just make sure that the cursor be placed inside the table, then display the styles gallery (previous screen capture) and click on the CLEAR option. The default format will be applied to the table.

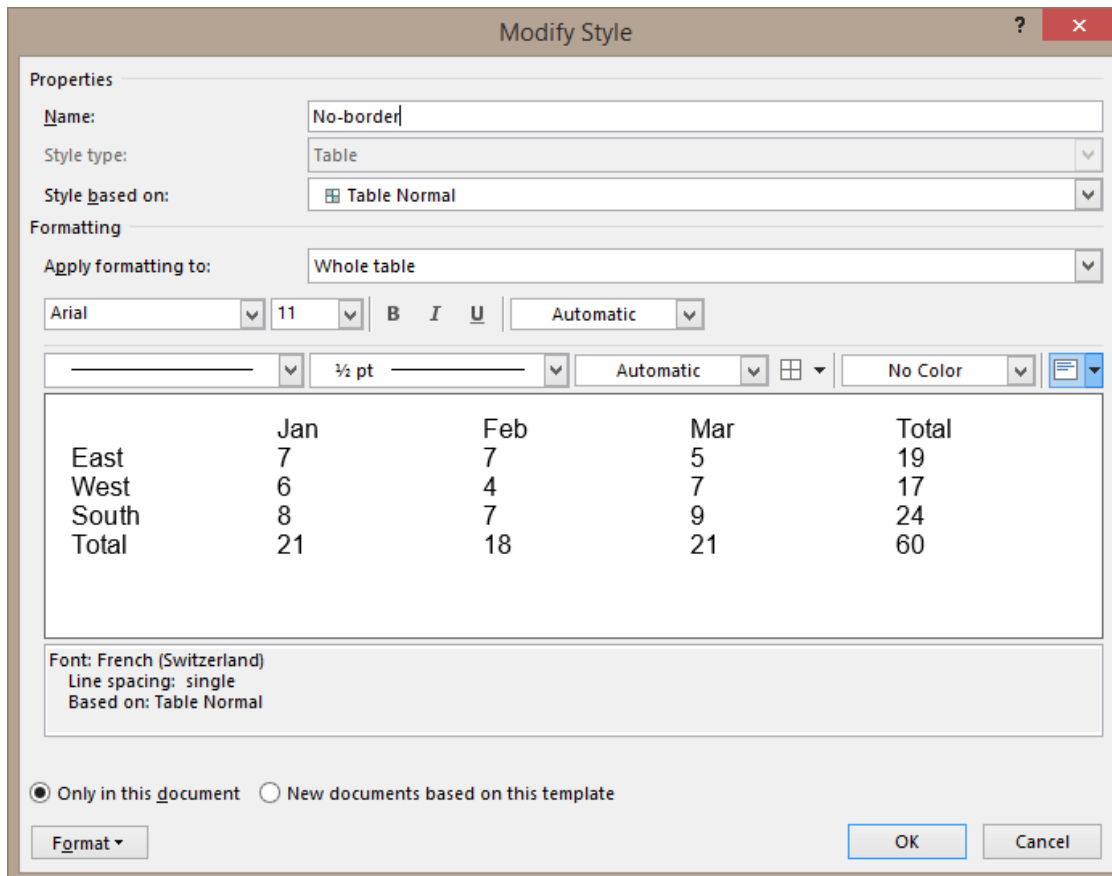
4.1.3 Modifying one of the built-in table styles

They are *table* styles, a concept similar to *paragraph*, *characters*, *list ... styles*.

- ✎ Table styles are not listed in the Styles Pane (displayed by clicking the dialog box launcher located below the CHANGE STYLES button, on the HOME Tab).

You may modify preset attributes for a given style and this can be applied to THIS document or ALL documents (via the Word global *Normal.dotm* template or a custom template)

- Start from a table whose style can be a good start (it will be easier)
- Place cursor in the table and display the table styles gallery
- Click on the MODIFY TABLE STYLE option



 If you modify the name, you will not create a new style, you will RENAME the style.

- Modify as required
- Set the range of application by clicking either on the ONLY IN THIS DOCUMENT (by default) or NEW DOCUMENTS BASED ON THIS TEMPLATE.

4.1.4 Creating a new table style

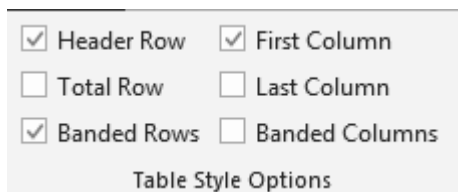
- Place cursor inside the table
- Display the table styles gallery
- Click on the NEW TABLE STYLE option

The dialog box is the same as the previous one.

Give a name to your new style and set its format attributes.

The new format will be displayed in the styles gallery, at the top, under the CUSTOM section (point the style and the name will be indicated).

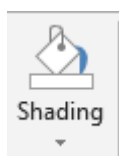
4.2 Modifying the format, the shading, the borders – using the draw and eraser buttons.



No special selection

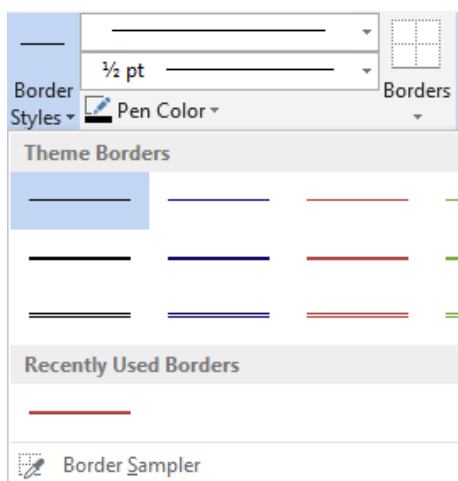
Tick on/off according to your needs.

The changes affect the bold attribute, the shading, the borders ...



Fill the active selection

The colors will be those of the current theme (standard or custom)



Gallery of default types : fine, thick or double line ... in the active theme colors

Make your choice : the mouse pointer turns into a *brush*. Click on a cell border to apply the chosen type.

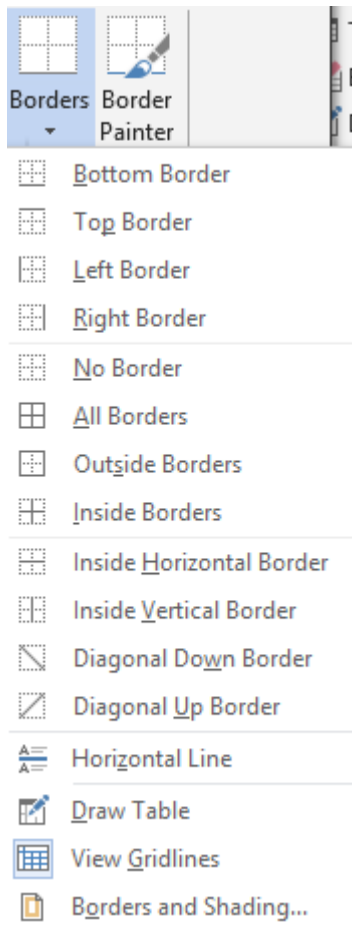
Border Sampler

The mouse pointer turns into a *dropper* : click onto a border whose custom style you need. The format is memorized. The mouse pointer now turns into a *brush* to « paint » the required cell borders.



Make your choice : gallery of pen styles and line colors.

Click the button and the mouse pointer turns into a *brush* to « paint » the required borders.



Applied to the selected cells

Shading : theme colors or standard colors

Borders : as usual. The last options of the menu can be mentioned :

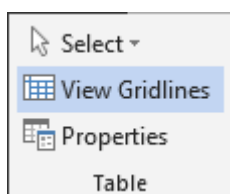
- **Horizontal line** : to insert a separation line inside de cell but that will not lead to a cell *splitting*. Just like this one :

This line is not a floating picture but a special drawing, anchored to the insertion point. Double-click on the line for additional options (color, alignment in the cell ...)

- **Draw table** : the pointer turns into a pencil. It is then possible to drag the mouse between two borders to *split* the cell.
- **View Gridlines** : to see the table « cell structure ». Will not be printed.
- **Borders and shading** : displays a dialog box with a fair number of additional options.

5 LAYOUT Tab : working deeper on the table

5.1 Selection, gridlines

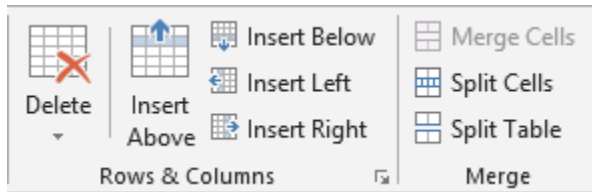


Select Cell, Column, Row, Table

View Gridlines Caution : do not mix up with borders.
(not active by default)

Properties Dialog box for additional options (explained later)

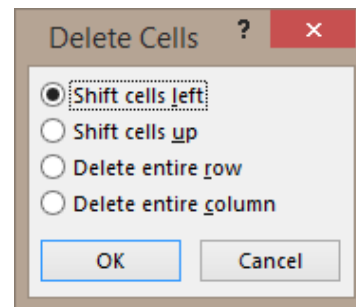
5.2 Inserting and deleting rows / columns



Delete

A drop-down menu will be displayed to delete *cells, rows, columns, table*. Deleting will be done according to your selection (insertion point to delete the current row or column, number of rows/columns selected).

If you have selected cells, Word will display a dialog box giving the possibility to “shift” :



Insert ...

Select the number of required rows or columns
Choose the type of insertion : *above, below, left, right*.

Inserting columns : implication on the table width:

If the table does not occupy the full available width, the table will be automatically enlarged each time you insert a column

If the table does occupy the full available width, the column will be inserted and the other columns distributed evenly. The table width will not be modified.

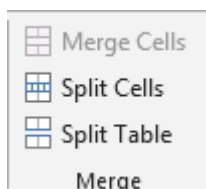
Adding a row at the bottom of the table

Place the cursor inside the last cell and press the TAB key.

Keyboard tip to delete rows / columns


Select the required rows or columns and press the Backspace key (Del = content only)

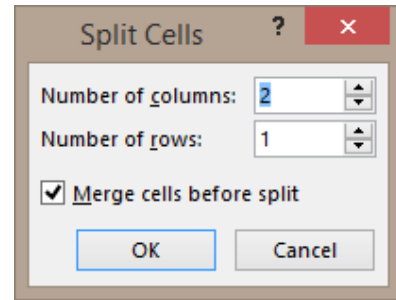
5.3 Merging and splitting cells



Merge Cells Word merges the selected cells into one.

Split Cells The selected cells are equally divided according to the number set in the following dialog box :

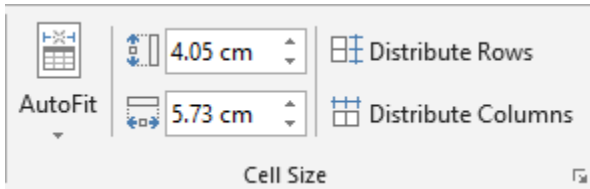
 Merge or split : you can also use the **DRAW TABLE** and **ERASER** buttons (**LAYOUT Tab – DRAW Group**)



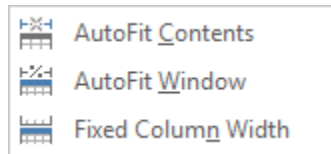
Split Table Splits a table by inserting an empty paragraph in front of the row containing the insertion point. This is equivalent to the following keyboard combination : CTRL + SHIFT + RETOUR

Caution, the CTRL + ENTER keyboard combination generates the same result but adds a page break.

5.4 Size of rows/columns/cells – AutoFit – Distribute rows/columns



AutoFit



AutoFit Contents

The table gets as small as possible, the columns will be enlarged when you start typing.

AutoFit Window

The table uses the page width. The columns width will be changed accordingly. Caution : in real and not on the screen only.

Fixed Column Width

Any new column MODIFIES THE TABLE WIDTH

Size in cm

Make sure your selection is correct and set the required number of cm

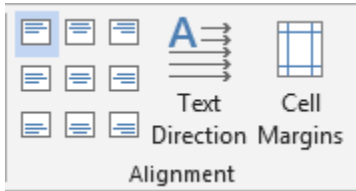
Distribute Rows/Columns

Select the required rows / columns
Rows/columns are equally divided

Dialog box launcher

The table PROPERTIES dialog box (explained later)

5.5 Horizontal/vertical text alignment – Text orientation – Default cell margins



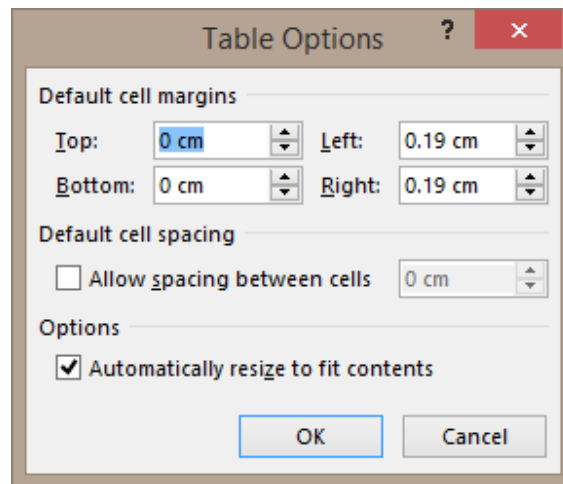
According to selection :
Text alignment buttons

Choose from the tear-off

According to selection :
Text Direction

Click on the button to get another orientation

By default for the whole table :
Cell Margins



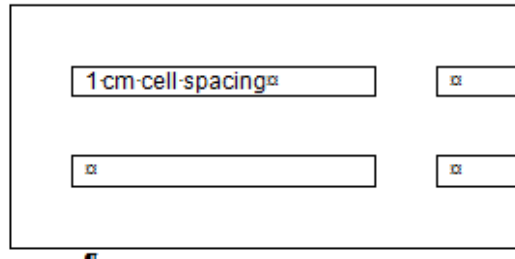
Default cell margins

The number of cm before the text starts (left, right, top and bottom)

| | | |
|--|-------------------------------|---|
| | ☒ | ☒ |
| | Margins set 1cm for all sides | ☒ |

Default cell spacing

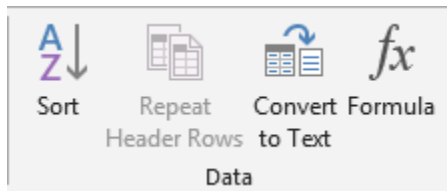
To create a space between each cell in the table. Not very common.



Automatically resize to fit contents

Only if the table does not occupy the full available width : type a large word and the column will be automatically enlarged (the table width will be modified)

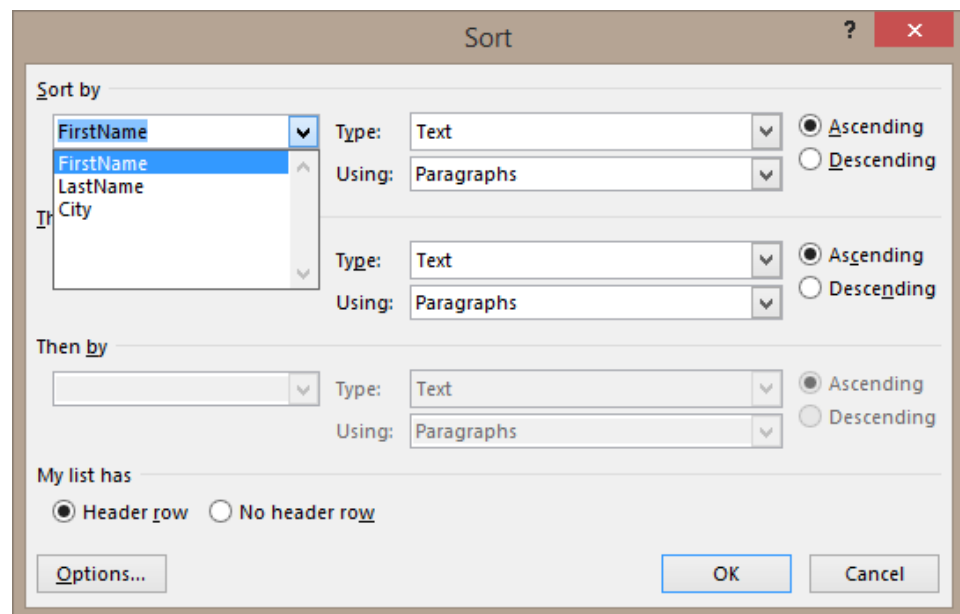
5.6 Sorting – Header Rows – Convert to Text - Formula



Sort

Text or number sorting (in ascending/descending order)
(no sort if the table contains merged cells)

- Ideal : place the cursor in the column containing the sorting criteria
- SORT button. *The table is automatically selected*

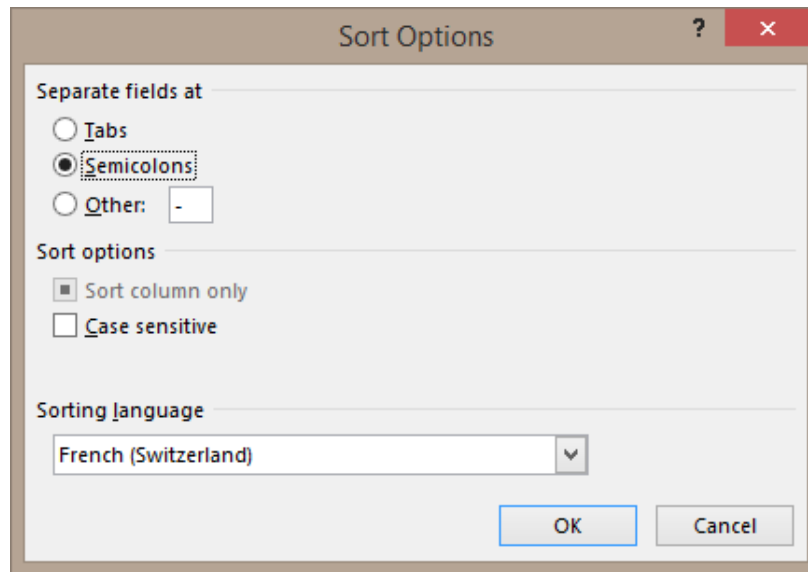


Header row

If your table has a header row, the sorting keys will show the text of the cells in the header row. If there is no header row, then the sorting keys will show *Column 1, 2 ...*

Sorting always affects the full record (each row is taken as a whole)

The OPTIONS button



Sort column only


To force the sorting on the selected columns only
Caution, are you certain about your selection ?

Case sensitive

How will sorting affect words in capital letters ? When two words are identical – case is the only difference - Word will place the word in small letters BEFORE the word after the one in capital letters.

Repeat Header Rows

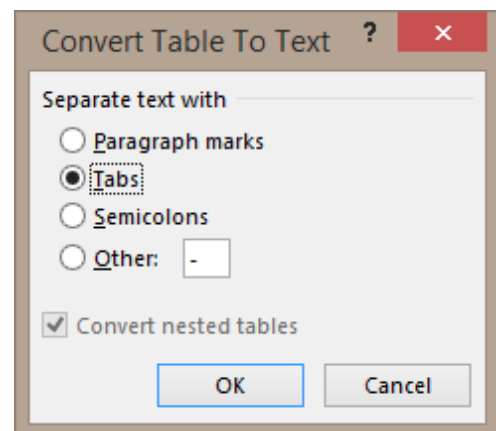
The first row or the first *n* rows of the table can be repeated at the top each new printed page.

- Select the row(s) and click on the REPEAT HEADER ROWS button.
Caution, this does not work with *floating* page breaks
-  Equivalent to : TABLE Group – PROPERTIES Button – ROW Tab – REPEAT AS HEADER ROW AT THE TOP OF EACH PAGE Option

Convert to text

Select the table
Here below the dialog box :

Choose the character that will separate items in the new text list.



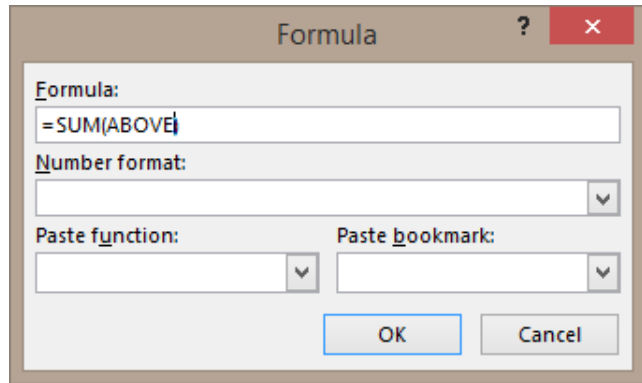
-  Reminder to convert a text into a table : INSERT Tab – Drop-down list of the TABLE Button - CONVERT TEXT TO TABLE Option.

Formula

Place the cursor in the cell where you need a formula
Usually it will be a sum.

Here below the dialog box :

Number format =
Excel formats



- * **The function is a field code, such as this one : =SUM(ABOVE)
Therefore it will not be updated automatically**

Update : F9 on the field or right click the field code and click on the UPDATE FIELD option.

Modifying the code : SHIFT + F9 on the field code or right click the field code and click on the TOGGLE FIELD CODES option.

Other formulas or functions ? Possible but heavy

| | | |
|----------------------------------|---------------------|---------------------------------|
| How are references represented : | <i>Above, below</i> | All cells – above, below |
| | <i>Left, right</i> | Left - right |
| | <i>(b:b)</i> | The B column |
| | <i>(b1:b3)</i> | B1 to B3 cells |
| | <i>(a1:b2)</i> | A1 to B2 cells |
| | <i>(a1;a3;c5)</i> | A1 cell and A3 cell and C5 cell |

Here below some examples :

| Number | Tested-formula | Field-code |
|-------------|-----------------------------|-----------------|
| 34 | Sum of values on the left | =SUM(LEFT) |
| 23 | Average of "A" column | =AVERAGE(a:a) |
| 56 | Multiply 34 (A2) by 23 (A3) | =PRODUCT(A2;A3) |
| =SUM(ABOVE) | | |

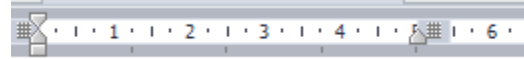
Add to this the fact that you need to set a decimal tab to get a correct decimal alignment.
And add also that updating is not automatic, F9 every time you make a change in the formula precedents.

This is why users rarely go beyond the SUM function. For more complicated formulas, they prefer Excel (you may insert an Excel table directly inside a Word document – this is called an OLE object)

6 Working on the cell paragraphs

6.1 Indents, alignment etc ...

When you select a cell, a small ruler is displayed :



Indents, center, justify ... it works just like a standard paragraph.

When you select more than one cell, only the ruler for the first cell is displayed. Prepare the format for the first cell and it will be automatically applied to the others.

6.2 Tabs and cells

Place the tab

Set the tab as you would for a standard paragraph

Using

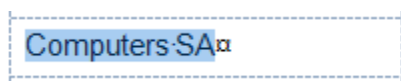
Pressing the TAB key means selecting the next cell and its content. Therefore you cannot use it to work with the tab.

You need the following keyboard combination : CTRL + TAB.

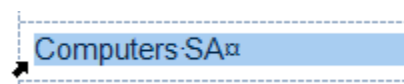
One exception : the decimal tab. The alignment is automatic, as soon as you have set the tab in the ruler.

6.3 Copy- Cut- Paste

Your selection will be most important



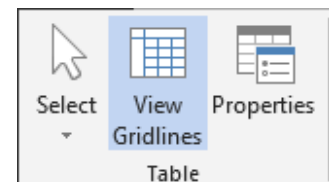
Standard : the copied text is inserted at the cursor insertion point



The copy REPLACES any text in the destination cell

7 The table properties – additional options

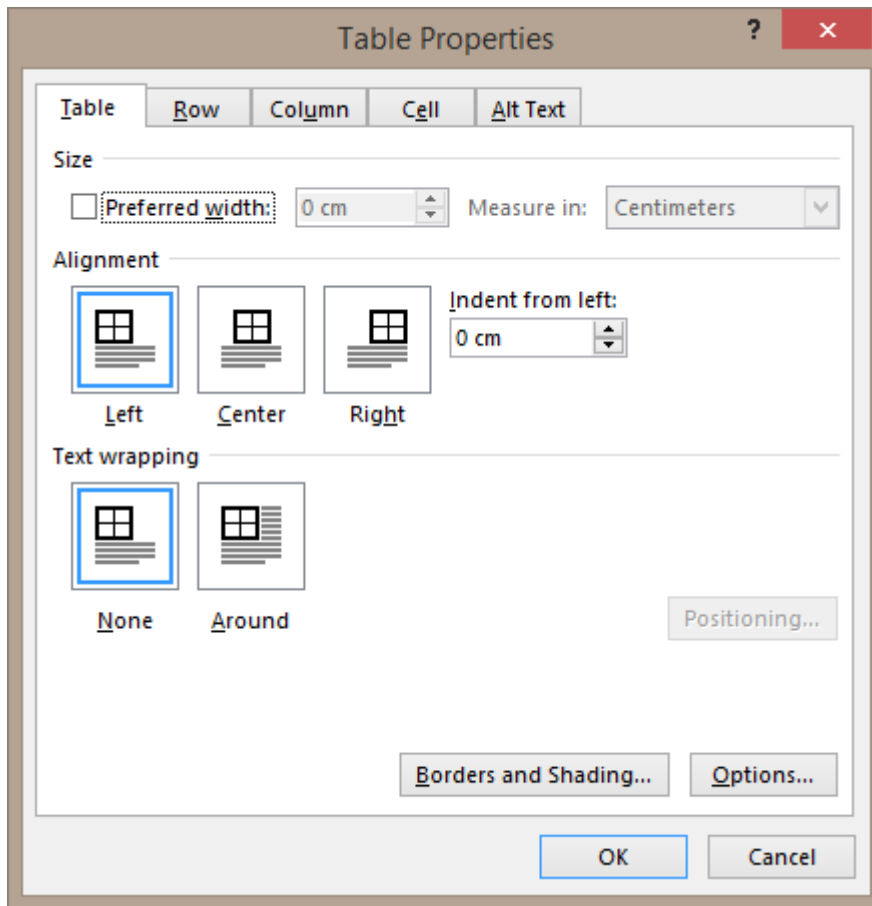
LAYOUT Tab – The first group on the Ribbon :



A lot of options have a button on the ribbon and you will recognize them easily.

7.1 TABLE Tab : total width, position on the page ...

No prior selection necessary .



Preferred width

Corresponds to the table total width. If you type in a value, each column will be enlarged/reduced accordingly but there will be no « even distribution » of the columns.

Alignment

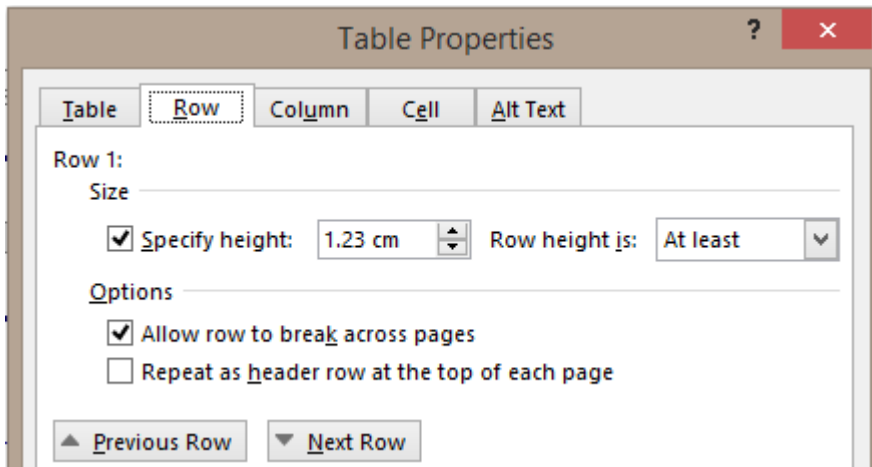
The table will be placed left, center, right to the *total available width*. If you type in a value in cm, the table will be indented accordingly.

Text wrapping

None
The table belongs to the text.

Around
The table becomes a floating object.
See documentation on graphic objects

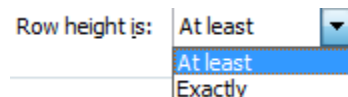
7.2 ROW Tab : fixed height, allow row to break across pages



Specify height

Easier to work with the mouse ...

Very interesting : you type in a special height and you set that this height should be *Exactly*.



Usually when the typing is long, the table row is automatically adjusted to display the whole text. Unless the row has been set as *Exactly*. When you get to the bottom of the cell, the text will « disappear », a visual hint to warn you that you should not carry on. Very handy with online forms. Indeed typing too much might result in inserting a page break in the middle of the form.

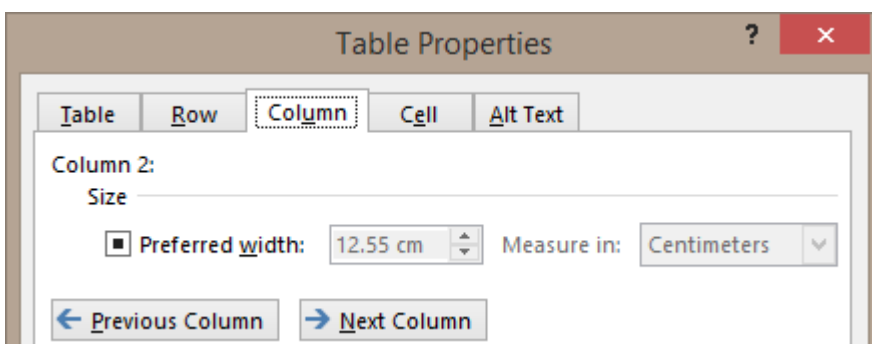
Allow row to break across pages

On by default. When the text inside a cell is really long and that the available space on the page is no longer sufficient, a page break will be automatically inserted inside the cell..

Repeat as header row ...

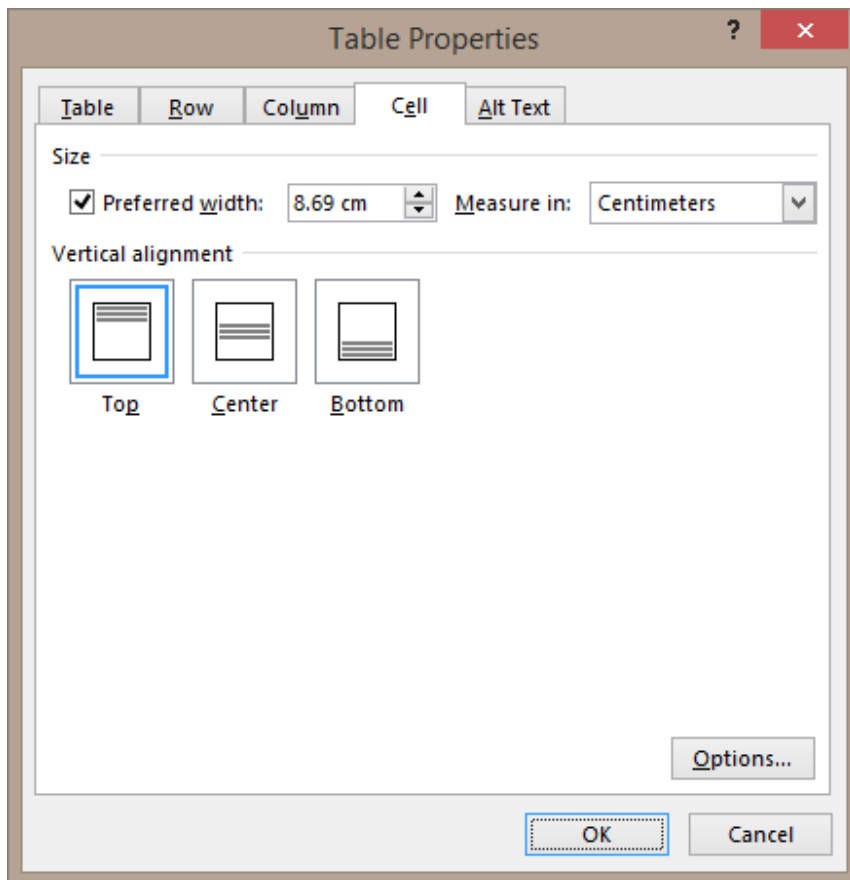
Equivalent to the button of the same name on the Ribbon

7.3 COLUMN Tab : column width

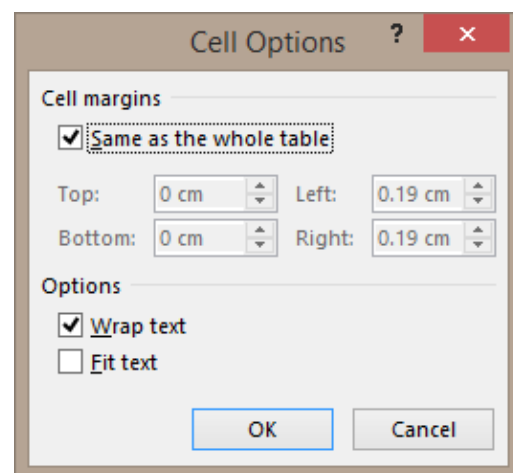


No option that would have its equivalent on the Ribbon.

7.4 CELL Tab : width and text alignment inside the cell



Only the OPTIONS button shows additional options :



According to the selection

Cell margins

Wrap text

Fit text

Text margins – just as in the screen capture on page 16

On by default . when typing goes beyond one line, there will be an automatic text wrapping.

Never or rarely used : no wrapping (even though the option might be ticked on). The text occupies one line only and spreads across the cell width. Caution : the more characters, the smaller they will be ...

TABLES AS FLOATING OBJECTS

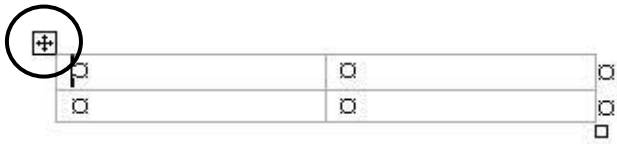
- ⚠ Caution : when the table is an object, it belongs to the floating layer and follows its specific rules. If you want to work as usual you need to revert to a normal table by "fixing" it : LAYOUT Tab - ROPERTIES Button - TABLE Tab – TEXT WRAPPING – Click on NONE.

1 Make the table a floating object

1.1 Moving

Reminder : if your table needs to remain in the text layer (the table has a fixed position on the page), use the classical COPY/CUT/PASTE command or any other equivalent shortcut

Rest the pointer on the table until the table moving handle appears on the upper-left corner of the table (as shown in the screen capture below), then click and drag as required to place it on the page.



- ✎ You may also display the table properties dialog box (LAYOUT Tab – TABLE Group – PROPERTIES Button) : TABLE Tab – TEXT WRAPPING – Click on AROUND

1.2 Text wrapping

When you place a table inside a rather long portion of text, the text can be wrapped around the table just as in the screen capture below :

| Characteristics | |
|---|--|
| Undocumented, Hidden and Non-Obvious | The fun is ... to find them ! |
| Reproducible | Every user can produce the same result |
| Put there by the Creators for Personal Reasons | Usually to show credit to their hard work |
| Not malicious | For fun and not to damage |
| Entertaining | If it is not for entertainment → It's not an Egg ! |

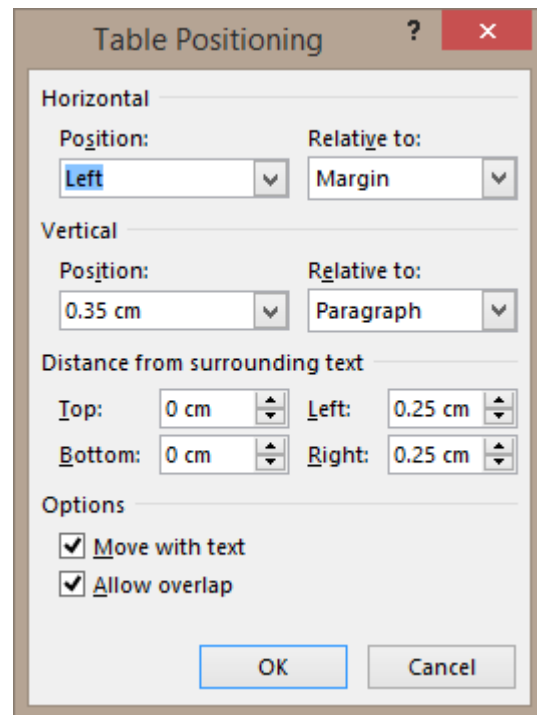
What is an Easter Egg ?
In computing, Easter eggs are messages, graphics, sound effects, or an unusual change in program behavior, that occur in a program in response to some undocumented set of commands, mouse clicks, keystrokes or other stimuli intended as a joke or to display program credits.

Why do people hide Easter Eggs in their creation ?

- ✓ **As a Signature** - In the software world, many programs are released simply under a company brand, with no mention of the individuals who put in a lot of work on the product. So you often see Easter Eggs listing the people who

Additional settings such as the table exact placement inside the text – left/center/right – the distance between the table and the beginning of the text can be managed through :

LAYOUT Tab – TABLE Group –
 PROPERTIES Button : TABLE Tab –
 POSITIONING Button



2 Inserting a table inside a cell

Why choose to nest tables when splitting cells can produce a similar result ?

The main difference between splitting and nesting is spacing : nested tables will use more spacing because of their border, while split cells need no extra spacing. Use nesting if you need to manipulate the contents of the table. For instance, it is easy to click on a nested table to move it somewhere in the document while doing the same with split cells will be very difficult. But inserting a table inside a cell is sometimes a good solution to avoid a page break inside a cell.

The table is nested :

| | | |
|------------------|--------------------------------|-----------------------|
| Jobs | 1995 – 1997 | Developer – IBM |
| | 1997 – to this day | Project manager – DEC |
| Hobbies | Sport Cinema | |
| Languages | French and English (bilingual) | |

The cells have been split

| | | |
|------------------|--------------------------------|-----------------------|
| Jobs | 1995–1997 | Developer – IBM |
| | 1997–to this day | Project manager – DEC |
| Hobbies | Sport Cinema | |
| Languages | French and English (bilingual) | |

An example of nesting cells : here below the table that was inside a document :

| | |
|-------------|---|
| TAB | Next cell – selected |
| SHIFT + TAB | Previous cell – selected |
| → | Cell is empty? : next cell Cell is not empty? : next character |
| ← | Cell is empty? : previous cell Cell is not empty? : previous character |
| ↑ | Previous line |
| ↓ | Next line |
| ALT + HOME | First cell in current line |
| ALT + END | Last cell in current line |
| ALT + PgUp | First cell in current column |
| ALT + PgDn | Last cell in current column |

It has been resized and moved into a synthesis page, removing all its borders :

| | | |
|------------------|-----------------|---|
| Moving | TAB | Next cell – selected |
| | SHIFT + TAB | Previous cell – selected |
| | → | Cell is empty? : next cell Cell is not empty? : next character |
| | ← | Cell is empty? : previous cell Cell is not empty? : previous character |
| | ↑ | Previous line |
| | ↓ | Next line |
| | ALT + HOME | First cell in current line |
| | ALT + END | Last cell in current line |
| | ALT + PgUp | First cell in current column |
| | ALT + PgDn | Last cell in current column |
| Selecting | Using the mouse | |

This was to avoid a long and fastidious copy-paste command ...