

# Excel 365 with JAWS

## Navigating Worksheets



By default, when you start Excel 365 , you are presented with a blank workbook. This consists of 3 worksheets. Each worksheet consists of **16,384 columns and 1,048,576** rows. Columns have letters at the top of each column and rows have numbers to the left of each row. Where a row intersects a column, a cell is created. Each cell has its own unique reference. For example, a cell in column B and in row 5 has the cell reference B5. In total, there are over 17 Billion cells in a worksheet! Don't worry, you will only ever use a fraction of them!

This document outlines the methods used to navigate a worksheet and how to move between worksheets in a workbook, in conjunction with JAWS.

## Navigating a Worksheet

When Excel is first started, focus will be in cell A1 of Sheet 1. This means you are in the first column and the first row of the worksheet called Sheet1. Visually, the cell has a thick black border to indicate the cursor position. By default, JAWS will announce the contents of the cell, followed by the cell reference.

## Moving the Cursor to the Right (Next Column)

To move the cursor to the next column, press **RIGHT ARROW** or **TAB**. Upon doing this, JAWS will announce the contents of the cell, followed by the cell reference. For example, if the cell you navigate to is blank, JAWS will say "Blank, B1". Pressing **RIGHT ARROW** or **TAB** again results in the cursor moving to the next column in the row, and so on.

## Moving the Cursor to the Left (Previous Column)

To move the cursor to the previous column, press **LEFT ARROW** or **SHIFT and TAB**. Upon doing this, JAWS will again announce the

contents of the cell, followed by the cell reference. Pressing **LEFT ARROW** or **SHIFT and TAB** again results in the cursor moving to the previous column in the row, and so on.

**Note 1:** When the cursor is in column A, you cannot use **LEFT ARROW** or **SHIFT and TAB** to move to the left, as you are at the beginning of the row and there is nowhere for the cursor to move to!

## Moving the Cursor Down (Next Row)

To move the cursor to the next row, press **DOWN ARROW** or **ENTER**. Upon doing this, JAWS will again announce the contents of the cell, followed by the cell reference. Pressing **DOWN ARROW** or **ENTER** again results in the cursor moving to the next row in the column, and so on.

## Moving the Cursor UP (Previous Row)

To move the cursor to the previous row, press **UP ARROW** or **SHIFT and ENTER**. Upon doing this, JAWS will again announce the contents of the cell, followed by the cell reference. Pressing **UP ARROW** or **SHIFT and ENTER** again results in the cursor moving to the previous row in the column, and so on.

**Note 2:** When the cursor is in row 1, you cannot use **UP ARROW** or **SHIFT and ENTER** to move up, as you are in the first row of the worksheet and there is nowhere for the cursor to move to!

## Finding Out a Cell's Reference

As previously discussed, when you move the cursor in a worksheet, JAWS reads aloud the contents of the cell, followed by the cell's reference. However, how do you find out the cell's reference if you do not want to move the cursor? Well, this can be done by pressing the JAWS command **INSERT and C**. Even if a cell contains data, JAWS will only read aloud the cell reference.

## Reading the Contents of a Cell

When navigating to a cell which contains data, JAWS reads the data first, and then the cell reference. To read the data in the cell again, press the JAWS command **INSERT and NUMPAD 5**. If you want to spell the data in the cell, press **INSERT and NUMPAD 5** twice quickly.

If you are using a laptop, you can press **CAPS LOCK and K** instead to read the contents of a cell. To spell the contents of a cell, press **CAPS LOCK and K** twice quickly.

**Note 3:** In Excel 365, there are 3 distinct types of data. These are Text strings, Numbers and Formulas. If a cell contains a formula, JAWS will alert you to this after the cell contents has been spoken.

## Editing a Cell

Another way of reading the data in a cell, is to enter **Edit** mode. This allows you to navigate the data one character at a time, one word at a time or to navigate to the beginning or end of the data. This is extremely useful, as it allows you to find out the spelling of a particular word, correct mistakes, insert and delete unwanted data etc.

To enter **Edit** mode, press **F2**. Upon doing this, JAWS will say "edit" and the cursor will be positioned at the end of the data in the cell. Whilst in Edit mode, you can navigate the data using standard text navigation techniques. If you make amendments to the data, and you want to save them, press **ENTER**. Upon doing this, the cell will be completed and the cursor will move down to the next row in the column. If you do not want to save changes, simply press **ESCAPE**. Upon doing this, the cursor will remain in the current cell and the data will be unchanged.

## Moving to Cell A1

You can quickly move the cursor to cell A1 by pressing a keyboard shortcut. To do this, press **CTRL and HOME**. This command is extremely useful, as if you become disorientated whilst navigating a worksheet, you can press **CTRL and HOME** to move the cursor to the beginning of the worksheet and start again.

## Navigating Regions of Data

Where adjacent cells contain data, this is called a **Region**. For example, if Cells A1, B1, C1 and D1 contained headings for some of the months of the year, and cells A2, B2, C2 and D2 contained data for sales figures, this complete block of cells would be a single region consisting of 8 cells. A worksheet can contain multiple regions and each region may consist of as little as 2 cells or as many as 10 thousand or more!

To better explain how to navigate a region, let's assume that you have a block of cells containing data, consisting of 5 columns and 4 rows. This region would consist of 20 cells in total (5x4). With the cursor in the first cell in the block (top left), you could press **CTRL and RIGHT ARROW** to move to the right-most cell of the block, in the same row. This would be the top right cell in the region. You could then press **CTRL and DOWN ARROW** to move to the bottom-most cell of the block, in the same column. This would be the bottom right cell in the region.

As another example, if the cursor was in column 5 of row 3 of this region, and you pressed **CTRL and LEFT ARROW**, the cursor would move directly to the first cell in row 3 of the region. Conversely, if you pressed **CTRL and UP ARROW**, it would move to the top of the current column in the region. Basically, you can quickly navigate to the top or bottom of a column or beginning or end of a row in a region using **CTRL** and the Arrow keys.

**Note 4:** These navigation techniques only work if all cells in the region contain data. If there is a blank cell in the row or column you are navigating, and you press CTRL followed by the appropriate Arrow key, the cursor will move to the last cell which contains data prior to the blank cell.

## Using the Go To Feature

Another method of navigating a worksheet, is to use Excel's **Go To** feature. This allows you to specify a cell's reference and press **ENTER**. Upon doing this, the cursor will be moved immediately to the cell you specified.

To move to a specific cell using the Go To feature, first press **CTRL and G**. Upon doing this, the **Go To** dialog box will be displayed. Focus will be in an edit/combo box labelled **Reference**. In this edit/combo box,

type the cell reference you wish to move the cursor to, for example J19, and then press **ENTER**. Upon doing this, the cursor will be moved directly to this cell.

If you use the **Go To** dialog box a lot, you will find that the Reference edit/combo box contains a dropdown list of cell references you have previously moved to. If you wish, you can press **TAB** to move to the list and then use **DOWN ARROW** to select one of these references and press **ENTER** to move the cursor to the specified cell reference. However, it is not easy to remember what each cell reference refers to, so this may not be that useful!

## Moving Between Worksheets

As previously discussed, by default, Excel 365 supplies you with 3 worksheets in a workbook. The first sheet is labelled **Sheet1**. The others are labelled **Sheet2** and **Sheet3**.

You may be thinking "with over 17 billion cells in a worksheet, why do I need more than 1 worksheet"? Well, take the scenario that you are creating a workbook to keep records of your companies accounts. The first worksheet could contain data for your Income, the second worksheet could contain data for your Expenditure and the third worksheet for the Profit and Loss. You do not have to use each sheet, however it is nice to have the opportunity of using them if necessary.

To move from the current worksheet to the next worksheet, press **CTRL and PAGE DOWN**. Upon doing this, JAWS will announce the name of the newly displayed worksheet, followed by the contents of the cell in which the cursor is positioned and then finally the cell reference. Pressing **CTRL and PAGE DOWN** again, results in the next worksheet being displayed, and so on.

To move to the previous worksheet, press **CTRL and PAGE UP**. Again, JAWS will announce the name of the newly displayed worksheet, followed by the contents of the cell in which the cursor is positioned and then finally the cell reference. Pressing **CTRL and PAGE UP** again, results in the previous worksheet being displayed, and so on.

Another method of moving between worksheets is to press the JAWS command **SHIFT and CTRL and S**. Upon doing this, the **Move to Worksheet** dialog box will be displayed. In this dialog box, all worksheets in the current workbook are displayed in a list format. You can then press **DOWN ARROW** until the desired sheet is selected in the list and press **ENTER** to move directly to that sheet. Alternatively, you can press the first letter of the sheet name until it is selected and press **ENTER!**