

## TABLES

### Insert paragraphs and tab characters in a table

Press	To insert
ENTER	New paragraphs in a cell
CTRL+TAB	Tab characters in a cell

### Move around in a table

Press	To move to the
TAB	Next cell in a row
SHIFT+TAB	Previous cell in a row
ALT+HOME	First cell in a row
ALT+END	Last cell in a row
ALT+PAGE UP	First cell in a column
ALT+PAGE DOWN	Last cell in a column
UP ARROW	Previous row
DOWN ARROW	Next row

### Select text and graphics in a table

Press	To
TAB	Select the next cell's contents
SHIFT+TAB	Select the preceding cell's contents
Hold down SHIFT and press an arrow key repeatedly	Extend a selection to adjacent cells
Click in the column's top or bottom cell. Hold down SHIFT and press the UP ARROW or DOWN ARROW key repeatedly	Select a column
ALT+5 on the numeric keypad (with NUM LOCK off)	Select an entire table

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<sup>i</sup> Shortcuts – for a more extensive list check out the *Microsoft Help*