

Question: You may have a spreadsheet set up with a number of data input cells. Wouldn't it be nice if the user could just press the Tab key to jump to the next input cell?

Answer: This type of thing is fairly easy to set up. The key is to unlock the input cells, and then protect the worksheet.

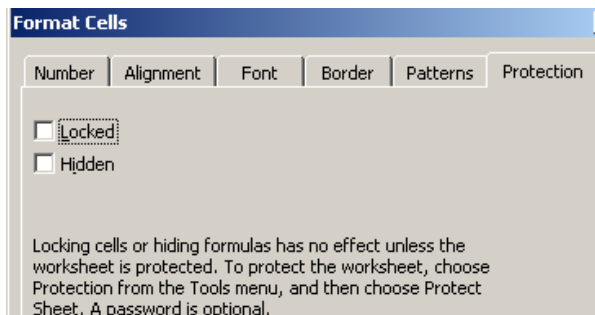
Process (Excel 2007 and Excel 2003):

Here is how to do it:

1. Select all of the input cells on your worksheet. (To select non-adjacent cells, hold down *Ctrl* while you select the cells.)

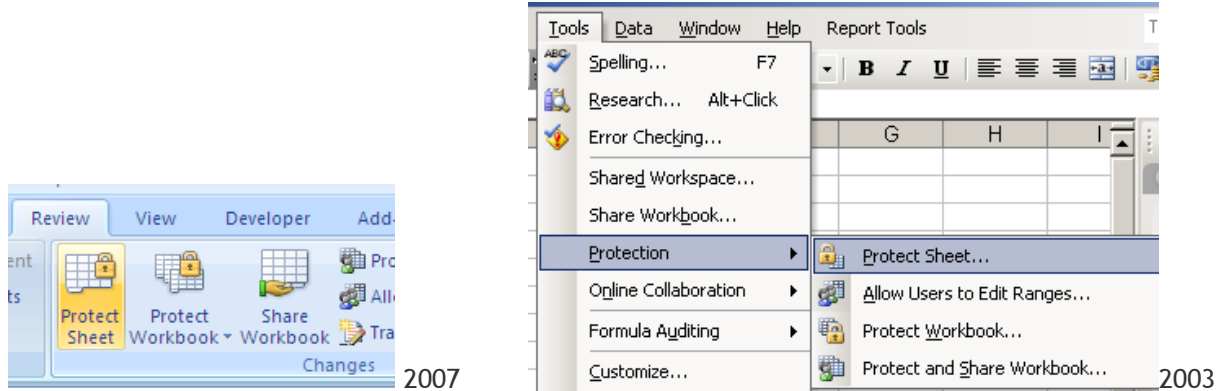
	A	B	C	D	E	F	G	H	I
1	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales	12% add per unit	Sales Price	Marg
2	Condiments	Aniseed Syrup				0.00	0.00	0	
3	Dairy Products	Camembert Pierrot	2009/01/20	60	29.99	1799.28	33.59	2015.1936	2:

2. Choose Home Tab, Cell Group, Format Drop Down arrow, Format cells (2003 - *Format, Cells*) to display the Format Cells dialog box.
3. Click the *Protection* tab and remove the check mark from the Locked check box.



4. Click *OK*.

Keep in mind that all cells are locked by default. But also remember that locking or unlocking cells has no effect unless the worksheet is protected. Select the Review Tab, Change Group, Protect Sheet Icon (2003 - *Tools, Protection, Protect Sheet*) to protect the worksheet. You can enter a password if you like.



When the sheet is protected, you'll find pressing *Tab* moves the heavy-bordered active cell indicator to the next unlocked cell. Be aware that this does not prevent the user from selecting unlocked cells using the cursor keys.

	B	C	D	E	F	
						1
	Product Name	Date	Quantity	Unit Price	Product Sales	2
	raisin Syrup				0.00	3
	membert Pierrot	2009/01/20	60	29.99	1799.28	4
	def Anton's Caiun	2009/03/04	16	19.40	310.46	5

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