

# Microsoft Excel 2010 – Level 1

## 4 – Selecting ranges



# SELECTING RANGES

## INFocus

Excel works on a ***select*** and then ***do*** concept - you select a cell or range of cells and then you do something with or to the selected cell(s). For example, if you wish to bold the heading in a worksheet you must first tell Excel which cell contains the heading. Telling Excel which cell or cells to work with is referred to as ***selecting***.

Cells are formed at the intersection of a row and a column. A ***range*** is actually a group of cells in the worksheet that forms either a square or a rectangle. A range is usually many cells but can also be represented by just a single cell.

### In this booklet you will:

- ✓ gain an understanding of the difference between ranges and cells
- ✓ learn how to select contiguous ranges in a worksheet
- ✓ learn how to select a non-contiguous range in a worksheet
- ✓ learn how to use ***Excel's*** more specialised selection techniques
- ✓ learn how to select larger ranges in a worksheet
- ✓ learn how to select rows in a worksheet
- ✓ learn how to select columns in a worksheet

# UNDERSTANDING CELLS AND RANGES

When you want to format, chart, sort, or perform virtually any activity on existing data it would be tedious to have to perform these operations on each and every cell. Excel allows you to work with multiple cells

known as **ranges**. Ranges are addressed using the cell address for the top left of the range and the cell address for the bottom right of the range.

## 1 The Active Cell

When you click on a cell it becomes the active cell. It is also the selected cell because it is active. The address of the active cell is shown in the address bar.

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						
5		Week 1	Week 2	Week 3	Week 4	Week 5
6	Midweek					

## 2 A Range

A range is made up of one or more selected (highlighted) cells. A range is addressed using the cell address at the top left and the cell address at the bottom right and is written with the two separated by a colon (:). In the example shown, the range would be written as **B7:D10**. Note also that in most circumstances the active cell will also be somewhere in the range.

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						
5		Week 1	Week 2	Week 3	Week 4	Week 5
6	Midweek					
7	Tuesday	21,412	25,942	24,944	53,624	35,241
8	Wednesday	20,824	31,288	37,456	48,569	45,214
9	Thursday	20,722	29,782	35,963	25,126	75,963
10	Friday	49,254	64,750	125,811	75,863	15,429
11						
12	Subtotal	112,212	151,762	224,174	203,182	171,847
13						

## 3 A Non-Contiguous Range

A range can be made up of non-adjacent cells and ranges – these types of ranges are known as non-contiguous ranges. They are addressed as normal ranges separated by commas. For example, the range shown would be written as **B7:B10, D7:D10**.

		Week 1	Week 2	Week 3	Week 4	Week 5
6	Midweek					
7	Tuesday	21,412	25,942	24,944	53,624	35,241
8	Wednesday	20,824	31,288	37,456	48,569	45,214
9	Thursday	20,722	29,782	35,963	25,126	75,963
10	Friday	49,254	64,750	125,811	75,863	15,429
11						
12	Subtotal	112,212	151,762	224,174	203,182	171,847
13						

## 4 Range Calculations

One of the nice things with ranges is the ability to see informal calculations based on the ranges. Providing that the calculations have been switched on, they will appear in the status bar whenever a range in the worksheet is selected.

	A	B	C	D	E	F
1	Alpheius Global Enterprises					
2	Annual Sales					
3	Health Services					
4						
5		Week 1	Week 2	Week 3	Week 4	Week 5
6	Midweek					
7	Tuesday	21,412	25,942	24,944	53,624	35,241
8	Wednesday	20,824	31,288	37,456	48,569	45,214
9	Thursday	20,722	29,782	35,963	25,126	75,963
10	Friday	49,254	64,750	125,811	75,863	15,429
11						

Ready | Average: 28,053 | Count: 4 | Sum: 112,212

# SELECTING CONTIGUOUS RANGES

A **contiguous range** is any group of selected cells that form either a square or a rectangle. A single cell that is selected is also considered to be a range. Ranges can

be selected using the mouse, the keyboard or a combination of the two. Once selected, you can use the range for data input, apply formatting, or copy the cells as required.

## Try This Yourself:

Open  
File

Before starting this exercise you **MUST** open the file *E805 Ranges\_1.xlsx...*

- 1 Click on cell **B7** to select it  
As **B7** is the only cell selected it is the active cell...
- 2 Hold down **Shift** and click on cell **E10**  
Even though a range has been selected, the active cell is still **B7** – it is different in colour and its contents appear in the formula bar. You can keep the range selected yet change the active cell within the range using the keyboard...
- 3 Press **Tab** several times to change the active cell
- 4 Click on cell **B7**, hold down the mouse button, and drag down to cell **C10** before releasing the mouse  
The previous selection has disappeared and the range **B7 to C10** is now selected...
- 5 Press **Ctrl** + **Home** to deselect the selected cells and return the cell pointer to cell **A1**

1

	A	B	C	D	E	F
1	<b>Alpheus Global Enterprises</b>					
2	<b>Annual Sales</b>					
3	<b>Health Services</b>					
4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						

2

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>

3

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>

4

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
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10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>

## For Your Reference...

To **select ranges** with the **mouse**:

1. Click on the left-most cell of the range
2. Hold down **Shift** and click in the last cell

OR

3. Drag the mouse pointer to the bottom right cell of the range

## Handy to Know...

- When a range has been selected it can be used as an **input range**. You can then enter data into the active cell and move the active cell to either the cell below by pressing **Enter**, or the adjacent cell by pressing **Tab**.

# SELECTING NON-CONTIGUOUS RANGES

Excel allows you to select more than one range at a time. When this is done the selected ranges are known as **non-contiguous** ranges because they are not

joined together. Selecting non-contiguous ranges is done by selecting the first range in the normal way and then holding down **Ctrl** while selecting the remaining ranges.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *E805 Ranges\_1.xlsx...*

- 1 Click on cell **A7**
- 2 Hold down **Shift**, then click on cell **A10** to select the range **A7:A10**
- 3 Hold down **Ctrl** and keep it pressed down  
*The **Ctrl** key is used to select non-contiguous ranges...*
- 4 Click on cell **C7**, hold down the left mouse button and drag to cell **C10**, then release the left mouse button  
Release **Ctrl**  
*Two ranges are selected...*
- 5 Hold down **Ctrl** and keep it pressed down
- 6 Click on cell **B5**, hold down the left mouse button and drag to cell **E5**, then release the left mouse button  
Release **Ctrl**  
*Three ranges will now be selected...*
- 8 Click on cell **A4** to deselect all ranges

1

	A	B	C	D	E	F
1	<b>Alpheius Global Enterprises</b>					
2	<b>Annual Sales</b>					
3	<b>Health Services</b>					
4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>
13						

2

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>
13						

5

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
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10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>
13						

8

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
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10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>
13						

## For Your Reference...

To **select non-contiguous ranges**:

1. Select the first range
2. Hold down **Ctrl**
3. Select the subsequent ranges by dragging across the cells

## Handy to Know...

- Apart from using the mouse to select a cell range you can also use the keyboard. Click in the first cell, hold down **Shift** and use the arrow keys (**←**, **→**, **↑** and **↓**) to extend the selected range.

# USING SPECIAL SELECTION TECHNIQUES

There are several methods that you can use to **select a range of cells**. The method that you use will depend on personal preference and the type of range

that you want to select. You can use the keyboard in conjunction with **Shift**, a combination of **Shift** and the mouse, or select a discrete range using **Ctrl** + **Shift** and **\***.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *E805 Ranges\_1.xlsx...*

- 1 Click on cell **A7** to select it
- 2 Hold down **Shift**, press **End**, then press **↓** to select the block of occupied cells immediately below cell **A7**
- 3 Hold down **Shift**, press **End**, then press **→** to extend the selection through all occupied cells to the right
- 4 Hold down **Ctrl** and press **Home** to deselect all cells and return to **A1**  
*You can also select a range around the current active cell...*
- 5 Click on cell **D8** to select it
- 6 Hold down **Ctrl** and **Shift** then press **\*** (this key is located at the top of the numeric pad) to select all cells adjacent to **D8** and which contain data
- 7 Click on cell **A1**

2

	A	B	C	D	E	F
1	<b>Alpheius Global Enterprises</b>					
2	<b>Annual Sales</b>					
3	<b>Health Services</b>					
4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>

3

5

	A	B	C	D	E	F	AW	AX	AY	AZ	BA
1	<b>Alpheius Global Enterprises</b>										
2	<b>Annual Sales</b>										
3	<b>Health Services</b>										
4											
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>	<b>Week 48</b>	<b>Week 49</b>	<b>Week 50</b>	<b>Week 51</b>	<b>Week 52</b>
6	<b>Midweek</b>										
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241	24,944	35,241	25,635	24,944	21,412
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214	37,456	45,214	45,258	37,456	20,824
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963	35,963	75,963	12,896	35,963	20,722
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429	125,811	15,429	45,369	125,811	49,254
11											
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>	<b>224,174</b>	<b>171,847</b>	<b>129,158</b>	<b>224,174</b>	<b>112,212</b>

3

5

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>
13						

6

3	<b>Health Services</b>					
4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						
12	<b>Subtotal</b>	<b>112,212</b>	<b>151,762</b>	<b>224,174</b>	<b>203,182</b>	<b>171,847</b>
13						

## For Your Reference...

To **select a discrete range** of cells:

1. Click on any cell within the desired range
2. Press **Ctrl** + **Shift** + **\***

## Handy to Know...

- Apart from using the mouse to select a cell range you can also use the keyboard. Click in the first cell, hold down **Shift** and use the arrow keys (**←**, **→**, **↑** and **↓**) to extend the range.

# SELECTING LARGER RANGES

**Selecting ranges** that go beyond the boundaries of the screen presents a special set of problems. Using the mouse you can inadvertently scroll beyond the desired location and have other problems zeroing

in on the precise location. Excel provides some useful techniques for **selecting larger ranges** most of which involve pressing the appropriate key on the keyboard.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *E805 Ranges\_1.xlsx*...

**1** Hover over the rectangle at the top left corner of the worksheet where the column and row headings meet

**2** Click on the rectangle to select the entire worksheet

**3** Click on cell **A1** to deselect all cells

You can also select the active area of the worksheet...

**4** Press **Ctrl** + **Shift** + **End** to select the active area of the worksheet

**5** Press **Ctrl** + **Home** to deselect the selection

Now let's use **Go To** to select a large cell range...

**6** Click in cell **A5** to anchor the cell pointer in the top left corner of the cell range

**7** Press **Ctrl** + **G** to display the **Go To** dialog box

**8** Type **BA12** in **Reference**

**9** Hold down **Shift** and click on **[OK]** to select the cell range **A5:BA12**

	A	B	C	D	E	F	G	H
1	<b>Alpheius Global Enterprises</b>							
2	Annual Sales							
3	Health Services							
4								
5		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
6	Midweek							
7	Tuesday	21,412	25,942	24,944	53,624	35,241	25,635	24,944
8	Wednesday	20,824	31,288	37,456	48,569	45,214	45,258	37,456
9	Thursday	20,722	29,782	35,963	25,126	75,963	12,896	35,963
10	Friday	49,254	64,750	125,811	75,863	15,429	45,369	125,811

**2**

**8**

Go To

Go to:

Reference:  
BA12

Special... OK Cancel

**9**

	AU	AV	AW	AX	AY	AZ	BA
1							
2							
3							
4							
5	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51	Week 52
6							
7	21,412	25,942	24,944	35,241	25,635	24,944	21,412
8	20,824	31,288	37,456	45,214	45,258	37,456	20,824
9	20,722	29,782	35,963	75,963	12,896	35,963	20,722
10	49,254	64,750	125,811	15,429	45,369	125,811	49,254
11							
12	112,212	151,762	224,174	171,847	129,158	224,174	112,212
13							

## For Your Reference...

To **select larger ranges**:

- Click on the grey square at the top left corner to select the entire worksheet
- Click on **A1** and press **Ctrl** + **Shift** + **End** to select the active area
- Hold down **Shift** when using **Go To**

## Handy to Know...

- It would be presumptuous of us to tell you which technique, mouse or keyboard to use when selecting cells. Generally you will find that you will use all techniques in various circumstances. Use the method that you feel most comfortable with.

# SELECTING ROWS

If you want to make changes to an **entire row**, such as bolding all of the headings in a row or changing the font of all the cell entries, you must first **select the row**. This is done by clicking on the row header

to the left of the row. Remember that any changes you make will apply to every cell in the row all the way across to column XFD, so be careful.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *E805 Ranges\_1.xlsx...*

- 1 Press **Ctrl** + **Home** to make **A1** the active cell
- 2 Move the mouse pointer to the row header for row **5**. Notice that the mouse pointer changes to a black arrow that points towards the row...
- 3 Click once to select the entire row
- 4 Click on cell **B7** and press **Shift** + **Space**. This is the key combination for selecting an entire row...
- 5 Ensure that row **7** is selected, then hold down **Shift** and click on the row header for row **10**. All rows from 7 to 10 will be selected...
- 6 Click in the header for row **5**, then hold down the left mouse button and drag down the row headers to row **10**. This is another technique for selecting rows, but it does require a steady hand!

2

	A	B	C	D	E	F
1	<b>Alpheus Global Enterprises</b>					
2	<b>Annual Sales</b>					
3	<b>Health Services</b>					
4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						

3

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
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10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						

5

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						

6

4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
7	<b>Tuesday</b>	21,412	25,942	24,944	53,624	35,241
8	<b>Wednesday</b>	20,824	31,288	37,456	48,569	45,214
9	<b>Thursday</b>	20,722	29,782	35,963	25,126	75,963
10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						

## For Your Reference...

To **select** an **entire row**:

1. Click on the row header of the row that you want to select

OR

1. Click in any cell in the row and press **Shift** + **Space**

## Handy to Know...

- When **every cell** in a row or column is selected, the corresponding row or column header is filled in dark grey. When only **some** of the cells are selected, the row or column header is filled in orange. These indicators help you locate the active cell(s) on the worksheet.



# SELECTING COLUMNS

If you want to make changes to an **entire column**, such as bolding all of the headings in a column or changing the font of all the cell entries, you must first select the column. This is done by clicking on the

column header directly above the column. Remember that any changes you make will apply to every cell in the column all the way down to row 1,048,576!

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *E805 Ranges\_1.xlsx...*

- 1 Press **Ctrl** + **Home** to make **A1** the active cell
- 2 Move the mouse pointer to the column header for column **B**  
*Notice that the mouse pointer changes to a black arrow pointing down the column...*
- 3 Click once to select the column  
*This time the row headers change to orange to indicate that at least one cell (but not all) in each row is selected...*
- 4 Click in **D6** and press **Ctrl** + **Space**  
*The column is selected...*
- 5 Click on the column header for column **B** to select it
- 6 Hold down **Shift** and click on the header for column **D**  
*This time, columns B, C, and D are all selected...*
- 7 Click on the column header for column **A**, then hold down the left mouse button and drag the mouse pointer across the column headers to column **E**

2

	A	B	C	D	E	F
1	<b>Alpheius Global Enterprises</b>					
2	<b>Annual Sales</b>					
3	<b>Health Services</b>					
4						

3

	A	B	C	D	E	F
1	<b>Alpheius Global Enterprises</b>					
2	<b>Annual Sales</b>					
3	<b>Health Services</b>					
4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
6	<b>Midweek</b>					
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10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						

4

	A	B	C	D	E	F
1	<b>Alpheius Global Enterprises</b>					
2	<b>Annual Sales</b>					
3	<b>Health Services</b>					
4						
5		<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>	<b>Week 5</b>
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6

	A	B	C	D	E	F
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10	<b>Friday</b>	49,254	64,750	125,811	75,863	15,429
11						

## For Your Reference...

To **select** an **entire column**:

1. Click on the column header of the column that you want to select

OR

1. Click in any cell in the column and press **Ctrl** + **Space**

## Handy to Know...

- Make sure that you check your worksheet carefully after you've made changes to entire columns. Remember that all of the cells in that column are affected – even those in rows below the visible area.

# CONCLUDING REMARKS

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## Congratulations!

You have now completed the **Selecting ranges** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as listed in the objectives on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## Where To From Here...

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**