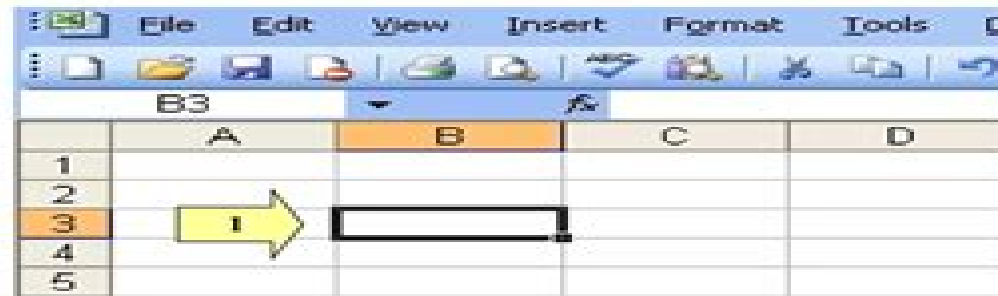


|  |                             |
|--|-----------------------------|
| End of the worksheet (last cell containing data) | <b>CTRL+END</b>             |
| End of the row                                   | <b>CTRL+right arrow key</b> |
| End of the column                                | <b>CTRL+down arrow key</b>  |

**CELLS:** is defined as the space where a specified row and column intersect. Each **CELL** is assigned a name according to its **COLUMN letter** and **ROW number**.

**FIGURE 2.3**



In the above Figure 2.3 the **CELL** labelled **B3** is highlighted showed by **ARROW 1**. When referencing a cell, you should put the column first and the row second.

## Selecting Cells

In the following section, we will explore the methods of selecting cells within your worksheet. Selecting cells in your worksheet will allow you to make changes such as formatting, moving copying, font changes and erasing.

**FIGURE 2.4: Shortcuts**

|                                    |  |
|------------------------------------|--|
| To select a single cell            | Click in that cell   |
| To select a range of cells         | Click in the first cell, drag the mouse to the last cell or click the first cell, press and hold shift, click the last cell in the section (shift-clicking) or hold shift and double click the border of the active cell |
| One cell down                      | down arrow key or <b>ENTER</b>   |
| To select an entire row or column  | Click row or column header   |
| To select cells using the Name box | Click row the Name box and type the cell reference   |

# Microsoft Excel Training Manuals

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## **Microsoft Excel Training Manuals:**

**Microsoft Excel Intermediate Training Manual** Richard Walters,2019-03-28 The Excel Intermediate Training Manual has been designed to provide examples of how to use many useful features in Microsoft Excel and create formulas and functions All examples demonstrated in the book have been produced as Step by Step examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding popular Microsoft Excel features and how to use or create formulas and functions The book is suitable for those who have experience in the use of Microsoft Excel and want to develop useful new skills The book is also suitable for those who have good Microsoft Excel skills and who want to learn more about Microsoft Excel or just to consolidate their existing knowledge

**Microsoft Excel 2019 - Training Book with Many Exercises** Peter Schiessl,2018-12-03 Emerging from numerous Excel courses this book is not a collection of material but a proper training book It lead you to working with Excel from the beginning with many exercises As it progresses step by step in the material advanced exercises and applications are finally achieved So also suitable for self study Completely colored printed From the content basics tables and workbooks formula and coordinates the function assistant invoice comment calculations with date a budget planning expect interest credit with PMT advanced formatting hide templates evaluate a test series mean value create a diagram advanced applications travel expensescurrency table score evaluation with VLOOKUP monthly salaries with bonuses logic with conditions If then trend calculation pivot table external data protect data

**Microsoft Excel Training Essentials** Temu Osirim,2021-09-15 Whether you are just starting out or an Excel novice Microsoft Excel Training Essentials is your comprehensive straight forward guide for all your Excel Training needs The book is designed to provide a comprehensive and simplified training guide to students corporates trainers consultants etc It is divided into three modules Basic Intermediate and Advanced 1 Part of it features include a well explained step by step processes aided with pictorial descriptions examples to aide understanding of processes exercises to track the learners understanding of what has been learned well arranged outline for easy reading and navigation By using the book you will learn how to create a pivot table perform simple and complex calculations analyze schools home management businesses corporate organizations etc

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**Manual for trainers: Frontline In-Service Applied Veterinary Epidemiology Training** Food and Agriculture Organization of the United Nations,AGRILIFE,2023-09-15 This manual provides details of the Frontline In Service Applied Veterinary Epidemiology Training ISAVET programme s structure core competencies learning outcomes training activities training modules field assignments supervision monitoring and evaluation for Trainees The intended audience of the manual are individuals enrolled in the Frontline ISAVET at the national level The manual references other ISAVET manuals and documents e g ISAVET Trainer Manual ISAVET Mentor Manual SOPs course registration forms and templates etc This manual will serve as an FAO global resource for national capacity development of Veterinary Services to detect and respond to emerging infectious animal diseases including transboundary animal diseases and zoonotic diseases **Windows 7 and Introduction to Computers** Yolandie Mostert,2014-01-14 An introduction to Computers and exploring Windows 7This book is designed for beginners that has never worked on a computer before and also for those that want to learn Windows 7 The book includes how to create user accounts and set parental controls so that you can restrict your employees or children from accessing certain games or access the PC at certain times You will learn how to browse using the Explorer how to create files and folders how to search for certain files and learn what system files you should not delete to ensure that your computer keeps on working You will also learn how to speak to your computer and give it voice instructions instead of just clicking on the PC **End-User Computing: Concepts, Methodologies, Tools, and Applications** Clarke, Steve,2008-02-28 Covers the important concepts methodologies technologies applications social issues and emerging trends in this field Provides

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