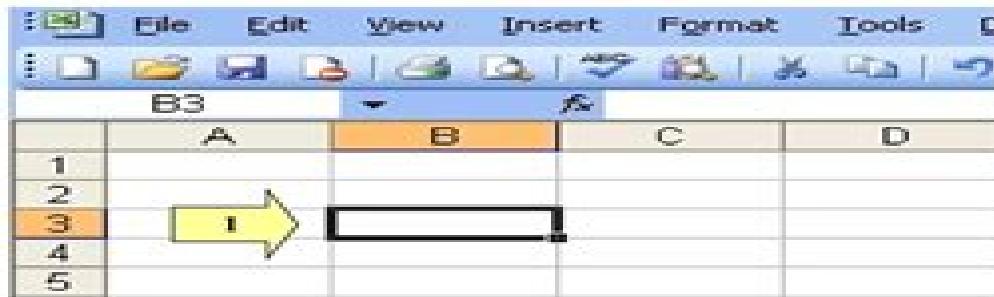


| | |
|--|-----------------------------|
| End of the worksheet (last cell containing data) | CTRL+END |
| End of the row | CTRL+right arrow key |
| End of the column | CTRL+down arrow key |

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 ENTER |
| 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 |

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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 expenses currency table score evaluation with VLOOKUP monthly salaries with bonuses logic with conditions If then trend calculation pivot table external data protect data

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