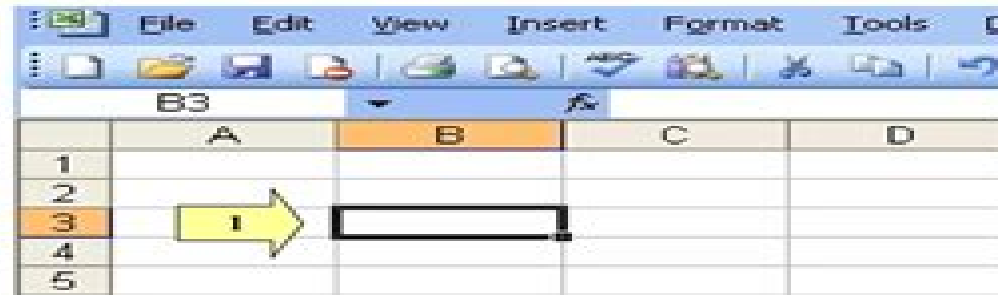


End of the worksheet (last cell containing data)	CTRL+END
End of the row	CTRL+right arrow key
End of the column	CTRL+down arrow key

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

Microsoft Excel Training Manuals

Minjie Lin



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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

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