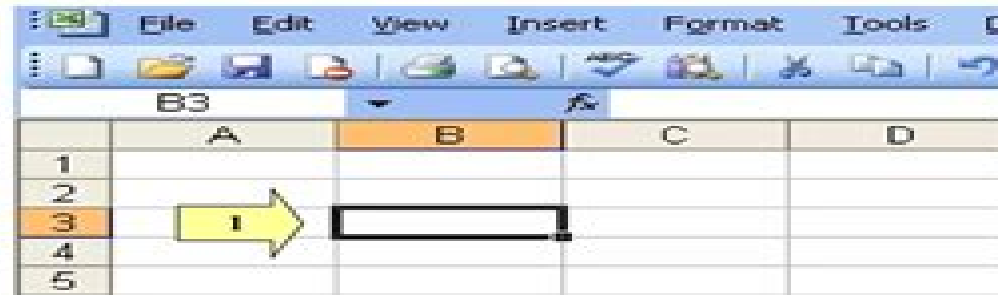


End of the worksheet (last cell containing data)	CTRL+END
End of the row	CTRL+right arrow key
End of the column	CTRL+down arrow key

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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Table of Contents Ms Excel Training Manual

1. Understanding the eBook Ms Excel Training Manual
 - The Rise of Digital Reading Ms Excel Training Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Excel Training Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Excel Training Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Excel Training Manual
 - Personalized Recommendations
 - Ms Excel Training Manual User Reviews and Ratings
 - Ms Excel Training Manual and Bestseller Lists
5. Accessing Ms Excel Training Manual Free and Paid eBooks
 - Ms Excel Training Manual Public Domain eBooks
 - Ms Excel Training Manual eBook Subscription Services
 - Ms Excel Training Manual Budget-Friendly Options

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 - Ms Excel Training Manual Enhanced eBook Features
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 - Setting Reading Goals Ms Excel Training Manual
 - Carving Out Dedicated Reading Time
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 - Distinguishing Credible Sources
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 - Utilizing eBooks for Skill Development
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