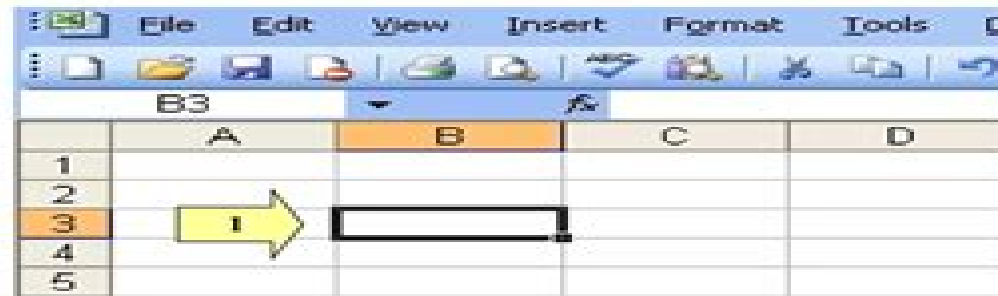


End of the worksheet (last cell containing data)	<b>CTRL+END</b>
End of the row	<b>CTRL+right arrow key</b>
End of the column	<b>CTRL+down arrow key</b>

**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

# Excel 2015 Training Manual

**Michael Brown**



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## **Table of Contents Excel 2015 Training Manual**

1. Understanding the eBook Excel 2015 Training Manual
  - The Rise of Digital Reading Excel 2015 Training Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Excel 2015 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 Excel 2015 Training Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Excel 2015 Training Manual
  - Personalized Recommendations
  - Excel 2015 Training Manual User Reviews and Ratings
  - Excel 2015 Training Manual and Bestseller Lists
5. Accessing Excel 2015 Training Manual Free and Paid eBooks

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- Excel 2015 Training Manual eBook Subscription Services
- Excel 2015 Training Manual Budget-Friendly Options
- 6. Navigating Excel 2015 Training Manual eBook Formats
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  - Excel 2015 Training Manual Compatibility with Devices
  - Excel 2015 Training Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Excel 2015 Training Manual
  - Highlighting and Note-Taking Excel 2015 Training Manual
  - Interactive Elements Excel 2015 Training Manual
- 8. Staying Engaged with Excel 2015 Training Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Excel 2015 Training Manual
- 9. Balancing eBooks and Physical Books Excel 2015 Training Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Excel 2015 Training Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Excel 2015 Training Manual
  - Setting Reading Goals Excel 2015 Training Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Excel 2015 Training Manual
  - Fact-Checking eBook Content of Excel 2015 Training Manual
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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