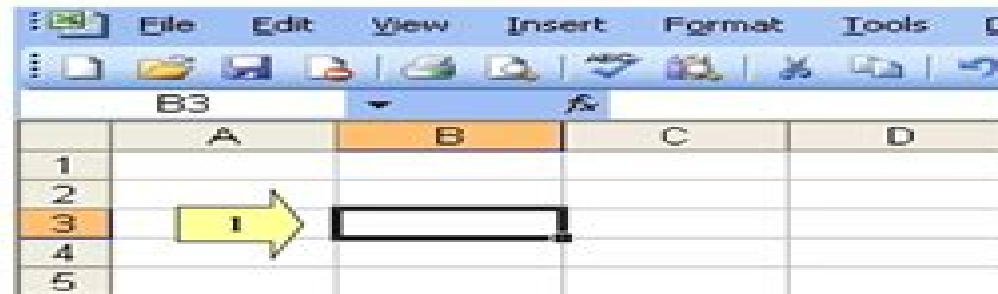


End of the worksheet (last cell containing data)	<b>CTRL+END</b>
End of the row	<b>CTRL+right arrow key</b>
End of the column	<b>CTRL+down arrow key</b>

**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 Traing Manual

**Ying Liu**



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