

Lesson 2-8: AutoSelect a range of cells

When data is arranged in a block (as it is in the Sales Report used in this lesson) it is referred to as a *Range*.

You will often want to select a row or column of cells within a range, or even the entire range.

You can select ranges by using any of the techniques covered so far but this could be very time consuming if the range encompassed hundreds, or even thousands, of rows and columns.

In this lesson you'll learn how to select range rows, range columns and entire ranges with a few clicks of the mouse.

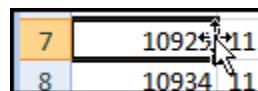
1 Open *Sales Report* from your sample files folder.

This report contains a single block of cells in the range A3 to E19.

	A	B	C	D	E
1	Weekly Sales Report				
2					
3	Invoice No	Date	Customer	Country	Total
4	10918	10 March 2008	Bottom-Dollar Markets	Canada	1,700.81
5	10917	10 March 2008	Romero y tomillo	Spain	429.92
6	10926	10 March 2008	Ana Trujillo Emparedados y helados	Mexico	604.42
7	10929	11 March 2008	Frankenversand	Germany	1,380.33
8	10934	11 March 2008	Lehmans Marktstand	Germany	587.50
9	10939	11 March 2008	Magazzini Alimentari Riuniti	Italy	749.05
10	10939	11 March 2008	Magazzini Alimentari Riuniti	Italy	- 749.05
11	10925	12 March 2008	Hanari Carnes	Brazil	558.29
12	10944	12 March 2008	Bottom-Dollar Markets	Canada	1,204.75
13	10923	12 March 2008	La maison d'Asie	France	879.83
14	10937	13 March 2008	Cactus Comidas para llevar	Argentina	757.64
15	10947	13 March 2008	B's Beverages	UK	258.50
16	10933	13 March 2008	Island Trading	UK	1,081.71
17	10938	14 March 2008	QUICK-Stop	Germany	3,209.95
18	10949	14 March 2008	Bottom-Dollar Markets	Canada	5,195.85
19	10945	14 March 2008	Morgenstern Gesundkost	Germany	287.88
20					
21	This report excludes sales to Asia and South Africa.				

2 Select all cells within the range to the right of cell A7.

1. Click in cell A7 to make it the active cell.
2. Hover over the right hand border of cell A7 until you see the four headed arrow cursor shape.



3. When you see this cursor shape hold down the <Shift> key and double-click.

All cells to the right of A7, but within the range, are selected.

7	10929	11 March 2008	Frankenversand	Germany	1,380.33
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3 Select all cells within the range except the header row.

1. Click in cell A4 to make it the active cell.

Sales Report

note

Other ways to AutoSelect a range

Using the keyboard

Here's how you would select the entire range in the Weekly Sales Report (excluding the header row) using the keyboard method.

Make cell A4 the active cell by navigating to it with the <Arrow> keys.

1. Press: <Ctrl>+<Shift>+<DownArrow>

Cells A4:A19 are selected.

2. Press: <Ctrl>+<Shift>+<RightArrow>

The entire range (excluding the header row) is selected.

Using shortcut keys

The shortcut keys method is the fastest way to select the entire range *including* the header row.

1. Click anywhere inside the range.
2. Press: <Ctrl>+<A>

The entire range (including the header row) is selected.

From the Ribbon

The Ribbon method isn't as powerful as the other methods but does provide a way to select the current range (described as the *region* in the dialog).

Make sure that the active cell is within the range.

1. Click:
 - Home→Editing→
 - Find & Select→
 - GoTo Special...

The *GoTo Special* dialog is displayed.

2. Click the *Current Region* option button and then click the OK button.

The entire range (including the header row) is selected.

2. Hover over the right hand border of cell A4 until you see the four headed arrow cursor shape.

4	10918	10
5	10917	10

3. When you see this cursor shape hold down the <Shift> key and double-click.

All cells to the right of cell A4, but within the range, are selected.

4. Hover over the bottom border of the selected cells until you see the four headed arrow cursor shape.

Date	Customer
10 March 2008	Bottom-Dollar Markets
10 March 2008	Romero y tomillo

5. When you see this cursor shape hold down the <Shift> key and double-click.

The entire range (except the header row) is selected.

	A	B	C	D	E
1	Weekly Sales Report				
2					
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20					
21	This report excludes sales to Asia and South Africa.				

You can also use this technique to select cells to the left of the active cell or above the active cell.

- 4 Close the workbook without saving.