# Lesson 2-6: Select adjacent and non-adjacent rows and columns

1    Open *First Quarter Sales and Profit-4* from your sample files folder (if it isn't already open).

2    Select all of column A.

Hover the mouse cursor over the letter **A** at the top of the column. The column header lights up and the mouse cursor changes to a black down arrow:

| A ↓ | B | C |
|---|---|---|
| 1 Sales and Profit Report - First Quarter 2008 | | |

Click to select the entire column. The column becomes slightly shaded and a green line surrounds all of the cells.

| A | B | C |
|---|---|---|
| 1 Sales and Profit Report - First Quarter 2008 | | |
| 2 | | |
| 3 | Jan | Feb |
| 4 New York | 22,000 | 29,000 |

3    Click: Home→Font→Bold to bold face the column.

Because the whole column was selected, all of the values become bold faced.

| | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | **Sales and Profit Report - First Quarter 2008** | | | | |
| 2 | | | | | |
| 3 | | Jan | Feb | Mar | Total |
| 4 | **New York** | 22,000 | 29,000 | 19,000 | 70,000 |
| 5 | **Los Angeles** | 42,000 | 39,000 | 43,000 | |
| 6 | **London** | 18,000 | 20,000 | 22,000 | |

4    Click: Home→Font→Bold once more to change the type in column A back to normal.

5    Select all of row 4.

1.    Hover the mouse cursor over the number on the left hand side of row 4. The button lights up and the mouse cursor changes to a black arrow pointing across the row:

| 3 | | Jan |
|---|---|---|
| →4 | New York | 22,000 |
| 5 | Los Angeles | 42,000 |

2.    Click to select the row.

6    Select columns B and C.

Hover the mouse cursor over the letter at the top of column B until you see the black down arrow. When you see the arrow, click and drag to the right to select columns B and C.

**First Quarter Sales and Profit-4**

| | A | B | C | D |
|---|---|---|---|---|
| 1 | Sales and Profit Report - First Quarter 2008 | | | |
| 2 | | | | |
| 3 | | Jan | Feb | Mar |
| 4 | New York | 22,000 | 29,000 | 19,000 |

**7** Select rows 6 and 7.

1. Hover over the number at the left of row 6 until you see the black arrow pointing across the row.

2. When you see the arrow, click and drag down to row 7 to select both rows.

| | | | |
|---|---|---|---|
| 5 | Los Angeles | 42,000 | 39,000 |
| 6 | London | 18,000 | 20,000 |
| 7 | Paris | 35,000 | 26,000 |

**8** Select columns A, B, C, D and E without dragging the mouse.

Sometimes you will need to select a large number of adjacent columns or rows. You could drag across them, but it is often easier to use the following technique:

1. Select Column A.

2. Hold down the **<Shift>** key.

3. Select Column E.

Columns A to E are selected.

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | Sales and Profit Report - First Quarter 2008 | | | | | |
| 2 | | | | | | |
| 3 | | Jan | Feb | Mar | Total | |
| 4 | New York | 22,000 | 29,000 | 19,000 | 70,000 | |

**9** Select rows 4 and 6.

Perhaps you need to perform an operation on two non-adjacent rows. To select rows 4 and 6 you need to:

1. Select row 4.

2. Hold down the **<Ctrl>** key on the keyboard.

3. Select Row 6.

| | | Jan | Feb | Mar |
|---|---|---|---|---|
| 3 | | Jan | Feb | Mar |
| 4 | New York | 22,000 | 29,000 | 19,000 |
| 5 | Los Angeles | 42,000 | 39,000 | 43,000 |
| 6 | London | 18,000 | 20,000 | 22,000 |
| 7 | Paris | 35,000 | 26,000 | 31,000 |