

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.
 1. 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 2016		

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

	A	B	C	D
1	Sales and Profit Report - First Quarter 2016			
2				
3		Jan	Feb	Mar
4	New York	22,000	29,000	19,000

- 3 Bold face all of the contents of column A.

Click: Home→Font→Bold B

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

	A	B	C	D
1	Sales and Profit Report - First Quarter 2016			
2				
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

- 4 Click: Home→Font→Bold B 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 number 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.

First Quarter Sales and Profit-4

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.

	A	B	C	D
1	Sales and Profit Report - First Quarter 2016			
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
1	Sales and Profit Report - First Quarter 2016				
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.

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