Lesson 2-7: Select non-contiguous cell ranges and view summary information

Non-contiguous is a very impressive word! It simply means a range of cells that is split across two or more blocks of cells in different parts of the worksheet.

Non-contiguous ranges can be selected using both the mouse and keyboard. The keyboard method may seem a little involved at first but some users prefer it.

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

2 Select the contiguous range B4:D8 with the keyboard.

When you need to select a contiguous range with the keyboard here's how it's done:

1. Use the arrow keys on the keyboard to navigate to cell B4.

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

3. Still holding the **<Shift>** key down, use the arrow keys on the keyboard to navigate to cell D8

The contiguous range B4:D8 is 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
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	
8	Munich	12,000	15,000	13,000	
9	USA Sales	64,000			

3 Select the non-contiguous range B4:B8,D4:D8 using the mouse.

1. Select the range B4:B8 using the mouse.

2. Hold down the **<Ctrl>** key and select the range D4:D8 using the mouse.

The non-contiguous range B4:B8,D4:D8 is selected:

	A	B	C	D	E
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	
7	Paris	35,000	26,000	31,000	
8	Munich	12,000	15,000	13,000	
9	USA Sales	64,000			

First Quarter Sales and Profit-4

4   Select the same non-contiguous range with the keyboard.

This is a little more involved than using the simple **<Shift>+<Arrow keys>** method used earlier.

Here's how it's done:

1.   Use the arrow keys on the keyboard to navigate to cell B4

2.   Hold down the **<Shift>** key and then use the **<Down Arrow>** key to move down the column to cell B8.

3.   Press: **<Shift>+<F8>** to enter *Add to Selection* mode (see sidebar).

4.   Use the arrow keys to navigate to cell D4.

5.   Hold down the **<Shift>** key and then use the **<Down Arrow>** key to move down the column to cell D8.

The non-contiguous range B4:B8,D4:D8 is selected:

5   Obtain a total sales figures for January and March using the status bar.

The status bar contains summary information for the currently selected range.

Look at the bottom right of your screen. You can see the average sales and total sales (sum of sales) for January and March:

6   View the maximum and minimum sales for January and March using the status bar.

Right-click the status bar and click *Maximum* and *Minimum* on the shortcut menu.

The status bar now also displays maximum and minimum values.

7   Close the workbook without saving.