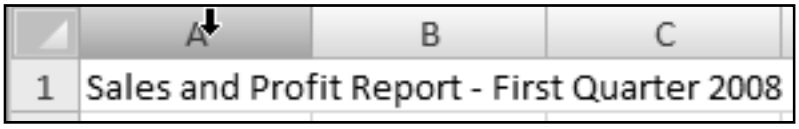
Lesson 2-6: Select adjacent and non-adjacent rows and columns

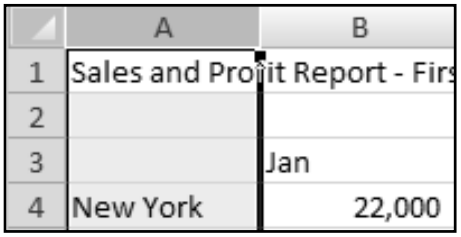
1 Open *First Quarter Sales and Profit-4* from your sample files folder (if it isn't already open).

2 Select all of column A

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



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



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

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

4 Click Home→Font→Bold once more to change the type back to normal.

5 Select all of row 4.

To select a row, hover over the number on the left hand side of the row. The button lights up and the mouse cursor changes to a black arrow pointing across the row:

Click to select the row.

6 Select columns B and C.

Hover 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 both columns.

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.

Hover over the number at the left of row 6 until you see the black arrow pointing across the row. 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
2R	Munich	12,000	15,000

8 Select columns A, B, C, D and E.

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 2008				
2					

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

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