

## Lesson 2-8: AutoSelect a range of cells

When data is arranged in a block (as it is in the Sales and Profit Report) it is referred to as a *range* (in previous versions of Excel it used to be called a list).

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 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.

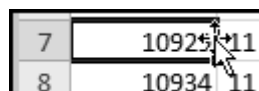
### 1 Open *Sales Report* from your sample files folder.

This report contains a range of cells. The range is the block of cells from 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	Lehmanns 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	Thsi report excludes sales to Asia and South Africa.				
22					

### 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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Sales Report

**note****Other ways to use AutoSelect****Using the keyboard.**

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

Make cell A3 the active cell by navigating to it with the <Arrow> keys.

1. Press:

<Ctrl>+<Shift>+  
<DownArrow>

Cells A3:A19 are selected.

2. Release all keys and press:

<Ctrl>+<Shift>+  
<RightArrow>

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...**

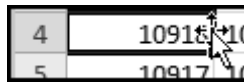
The GoTo Special dialog is displayed.

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

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

**3** Select all cells within the range except the header row.

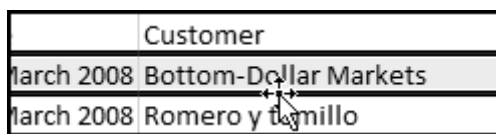
1. Click in cell A4 to make it the active cell.
2. Hover over the right hand border of cell A4 until you see the four headed arrow cursor shape.



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

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

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



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					
3	Invoice No	Date	Customer	Country	Total
4	10918	10 March 2008	Bottom-Dollar Markets	Canada	1,700.81
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20					
21	Thsi 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.