



SELECTING CELLS - MS EXCEL

Entire Workbook

- Click on the 'Select All' box in the top left corner
- Press Ctrl+A

Specific Column or Row

- Click on the letter above the column, or the number beside the row
- Column: click in a cell → Ctrl+Spacebar Row: click in a cell → Shift+Spacebar

Multiple Columns or Rows

- Left-click mouse and drag across/down
- For sequential columns/rows, hold the shift key while selecting the column letters or row numbers
- For nonsequential columns/rows, hold the Ctrl key while selecting the column letters or row numbers

Specific Range of Cells

- Click first cell → left-click mouse & drag across other cells
- Click first cell → hold shift key & click on the last cell
- Click on first visible cell → Ctrl+Shift+End
- Click on last used cell → Ctrl+Shift+Home
- Ctrl+Shift+Arrow (up, down or across)

Nonsequential Range of Cells

- Click first cell → hold Ctrl key & click on each cell/column/row you want

Table Column

- Click first cell of the table column → Ctrl+Shift+ Arrow Down (or across)
- Click first cell → Ctrl+A
- Press Ctrl+A+A to select outside the table

Formulas Only

- Home tab → Find & Select → Formulas

Numbers or Text Only

- Home tab → Find & Select → Go to Special → Constants → Untick the boxes you don't need → OK

Visible Cells Only

- Home tab → Find & Select → Go to Special → Visible Cells Only → OK