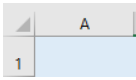


Microsoft Excel

Selecting a Range

To Select:	Do the Following:
A contiguous range	<ol style="list-style-type: none">1) Click the first cell in the range, then drag the mouse pointer over all of the remaining cells to be included in the range. OR2) Click the first cell in the range, press and hold down Shift, and then click the last cell in the range. OR3) Type the range (e.g., A1:B6) in the <i>Name box</i>.
A noncontiguous range	Click the first cell, hold down Ctrl , and then either: 1) click the other cells or 2) click-and-drag the other ranges you want to include in the selection.
Current range containing data	Click in the range of data and then press Ctrl+A .
An entire column	Click the column header (e.g., A)
Multiple adjacent columns	Click-and-drag the mouse pointer over the column headers .
Nonadjacent columns	Select the first column, hold down Ctrl , and then select the other columns.
An entire row	Click the row header (e.g., 1)
All cells in a worksheet	<ol style="list-style-type: none">1) Click the Select All icon 

Source: Microsoft Corporation. "Excel Help." File created February 3, 2009 by Marsha Ann Tate, Ph.D., [Tate Research & Training Services](http://mtateresearch.com/computer_courses_supplemental_resources/). Additional Microsoft Office handouts are available at http://mtateresearch.com/computer_courses_supplemental_resources/