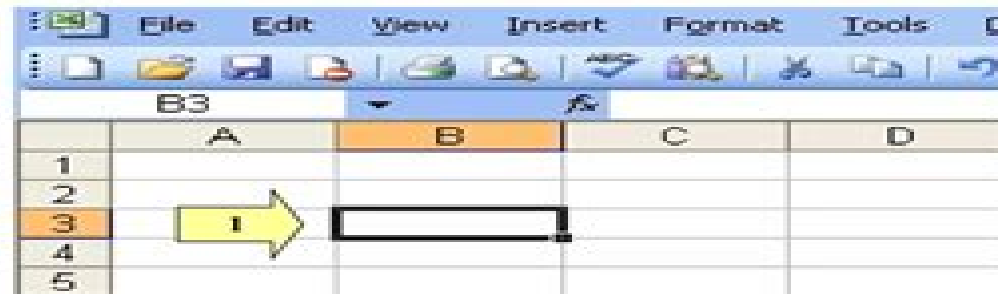


|                                                  |                             |
|--------------------------------------------------|-----------------------------|
| End of the worksheet (last cell containing data) | <b>CTRL+END</b>             |
| End of the row                                   | <b>CTRL+right arrow key</b> |
| End of the column                                | <b>CTRL+down arrow key</b>  |

**CELLS:** is defined as the space where a specified row and column intersect. Each **CELL** is assigned a name according to its **COLUMN letter** and **ROW number**.

**FIGURE 2.3**



In the above Figure 2.3 the **CELL** labelled **B3** is highlighted showed by **ARROW 1**. When referencing a cell, you should put the column first and the row second.

## Selecting Cells

In the following section, we will explore the methods of selecting cells within your worksheet. Selecting cells in your worksheet will allow you to make changes such as formatting, moving copying, font changes and erasing.

**FIGURE 2.4: Shortcuts**

|                                    |                                                                                                                                                                                                                          |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To select a single cell            | Click in that cell                                                                                                                                                                                                       |
| To select a range of cells         | Click in the first cell, drag the mouse to the last cell or click the first cell, press and hold shift, click the last cell in the section (shift-clicking) or hold shift and double click the border of the active cell |
| One cell down                      | down arrow key or <b>ENTER</b>                                                                                                                                                                                           |
| To select an entire row or column  | Click row or column header                                                                                                                                                                                               |
| To select cells using the Name box | Click row the Name box and type the cell reference                                                                                                                                                                       |

# Microsoft Excel Training Manual

**Rachel Sandford**



## **Microsoft Excel Training Manual:**

The book delves into Microsoft Excel Training Manual. Microsoft Excel Training Manual is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Excel Training Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Microsoft Excel Training Manual
    - Chapter 2: Essential Elements of Microsoft Excel Training Manual
    - Chapter 3: Microsoft Excel Training Manual in Everyday Life
    - Chapter 4: Microsoft Excel Training Manual in Specific Contexts
    - Chapter 5: Conclusion
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