

Microsoft Excel Tutorials – Cell & Range Selection

Purpose of tutorial: To select cells, a range of cells (contiguous cells) and non-contiguous cells

Accessing the commands:

See below step by step process – clicking / using the mouse button / non-contiguous cell selection uses the Ctrl key on the keyboard

Screenshot:

	A	B	C	D
1	Personnel by Department			
2				
3	Department:	Staff numbers this year:	Staff numbers last year:	
4	Shipping	72	54	
5	Stock Control	14	15	
6	Accounts	9	19	
7	Directors	8	7	
8				
9				


Range of cells now selected


Range of cells now selected

Step by step process:

To select a cell – mouse click on the cell

To select a range of cells – click and hold the mouse button on the first cell > move mouse pointer across the range > release mouse button once all the required cells within a range are selected

To select non-contiguous cells > select a range of cells as above > release mouse button now the first set of cells are selected > hold the Ctrl key on the keyboard down > now select another range of cells as above > release the mouse button and now release the Ctrl key

NOTE: To de-select – click another cell / range – automatically de-selects the previous selection

To de-select a cell within a range:

Hold the Ctrl key on a keyboard down > click the cell to de-select > release the Ctrl key