Selecting Cells

Selecting a cell is the first step in entering data or executing most commands in a spreadsheet. The single cell that receives the data or formula you enter is the *active cell*. The *selector* is the black outline around a cell that indicates that the cell is selected.

METHOD

To select a cell:

1. Click the cell.
   or
1. Use the arrow keys to move the selector to the cell.

EXERCISE

In the following exercise, you will select cells using the keyboard and the mouse.

1. Press **DOWN ARROW** four times   *Cell A5 becomes the active cell.*

2. Press **RIGHT ARROW** four times   *Cell C5 becomes the active cell.*

3. Click cell E5   *Cell E5 becomes the active cell.*

END