Selecting Blocks

A selection of multiple cells is referred to as a *block*. You might want to select a block when entering a group of data or when you want to perform the same action on several cells. You can select data with either the *pointer* or the keyboard. The active cell in a block is delineated by a bold border and white background.

METHOD

To select a block of cells:

Mouse method
1. Drag the pointer through the block of cells.

Keyboard method
1. Select the first cell of the block.
2. Press SHIFT and the arrow keys to highlight the block.
   or
2. Press and hold SHIFT, and then click the last cell in the block.
3. Release SHIFT when done.

EXERCISE

In the following exercise, you will select a block of cells using both the keyboard and mouse methods.

1.	Drag the pointer from cell A1 to cell D5	*The block A1 through D5 is selected.*
2.	Select cell B2	*The block is deselected and cell B2 is selected.*
3.	Press and hold SHIFT	
4.	Click cell E7	*The block B2 through E7 is selected.*
5.	Release SHIFT	
6.	Select cell A1	*The block is deselected.*
7.	Press and hold SHIFT	
8.	Press RIGHT ARROW three times	*The block A1 through D1 is selected.*