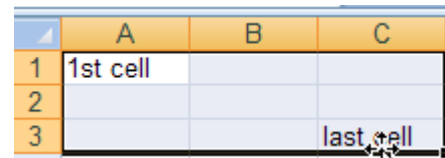


? When selecting large areas of data, I tend to either select too many cells or too few. It seems like it takes me 3 tries to get the right data selected. Is there an easier way?

👉 If you've selected too much or too little, simply hold down the *Shift* Key and then use the arrows on the keyboard to add or reduce cells. The *Shift* Key locks you into place. This also works in Microsoft Word.

👉 If you know the size of the data you want to select, you can click on the 1st cell that you want to select, hold down the Shift Key, and then click the last cell in the range and Excel will select everything in between automatically. In this example, if I click on Cell A1, hold down the Shift key and select C3, all the cells in between are selected.



The image shows a small portion of an Excel spreadsheet. The columns are labeled A, B, and C, and the rows are labeled 1, 2, and 3. The cells A1, B1, C1, A2, B2, C2, A3, B3, and C3 are all highlighted in light blue, indicating they are selected. The cell A1 contains the text "1st cell" and the cell C3 contains the text "last cell".

	A	B	C
1	1st cell		
2			
3			last cell