Excel 365 Intermediate

Sample manual - first two chapters

Wise Owl Training

TABLE OF CONTENTS (1 of 5)

1	FORMULAE AND FUNCTIONS	Page
1.1	Basic Formulae	7
	Operators	7
	Brackets in Formulae	7
1.2	Creating Formulae	8
1.3	Editing Formulae	9
1.4	Copying Formulae	10
	The Easiest Way to Copy a Formula	10
	Other Ways to Copy a Formula	11
	How Relative Cell Referencing Works	11
1.5	Functions	12
	Basic Functions	12
	Structure of a Function	12
	Typing a Function	13
	Using AutoSum to Create Quick Totals, Averages, Etc.	13
	The Quickest Way to Sum	14
	The Function Wizard	14
1.6	Status Bar Calculations	16

2	MOVING AND SELECTING IN EXCEL	Page
2.1	Moving Around in Excel	17
	Using the Mouse to Move Around	17
	Keyboard Shortcuts for Moving Around	18
	Zooming the View	18
2.2	Selecting Cells	19
	Selecting Single Cells	19
	Selecting a Range of Cells	19
	Selecting a Large Range of Cells	20
	Selecting Multiple Ranges	20
	Selecting Entire Rows and Columns	21
	Selecting an Entire Worksheet	21
	De-Selecting Cells	22
	Using the Keyboard to Select Cells	22

3	ABSOLUTE AND RELATIVE REFERENCES	Page
3.1	Relative Referencing	23
3.2	Absolute References	24
	When Relative Referencing doesn't Work	24
	The Solution – Use Absolute References	24
	Fixing Just the Row or Column	25

4	RANGE NAMES	Page
4.1	What are Range Names?	26
	Going to a Range Name	26
4.2	Creating Range Names	27
	Creating Range Names using the Name Box	27
	Defining Range Names	27
4.3	Creating Formulae using Range Names	28
	Creating Formulae using Range Names (General)	28
	Creating Formulae using Range Names for Single Cells	29
	Editing Range Name Formulae	29
4.4	Spill Formulae	30
	Creating Formula using Range Names for a Group of Cells - SPILL	30
	How Spill Formulae Work	31
	Preventing Excel using SPILL	31
	Implicit Intersection	32
	Opening Old Excel Workbooks using Implicit Intersection	32
	Dealing with #SPILL Errors	33
4.5	Changing Range Names	34
	Editing and Deleting Range Names	34
	Avoiding the Need to Change Range Names	34
4.6	Creating Range Names from Selected Cells	35
4.7	Scope of Range Names	36
	Choosing the Scope of a Range Name	36
	Copying Worksheets Copies their Range Names with Local Scope	36
4.8	Managing Range Names	37
	Listing out Range Names	37
	Applying Range Names	37
4.9	Quirks of Range Names	38
	Getting Aggregation Functions to Work	38
	Viewing Range Names	38
	3-Dimensional Ranges	39

TABLE OF CONTENTS (2 of 5)

5	IF FUNCTIONS	Page
5.1	Overview of IF Functions	40
	Relational Operators	40
5.2	Creating IF Functions	41
	Typing IF Functions	41
	Using the Function Wizard	42
5.3	Nesting IF Conditions	43
	Step 1 – Define the Conditions	43
	Step 2 – Create the Nested IF Function	43
	An Alternative: the IFS function	44
5.4	The SWITCH Function	45
5.5	Combining IF with Other Logical Functions	46

6	CONDITIONAL STATISTICS	Page
6.1	Overview of Conditional Statistical Functions	47
	Using IF instead of Conditional Statistical Functions	47
	The Special Functions Available	47
6.2	SUMIFS, COUNTIFS, etc	48
	Syntax of the Functions	48
	Worked Example	48
	Example with Multiple Criteria and Wildcards	49
	AVERAGEIF, COUNTIF and SUMIF	50
	Using with a Summation Range	50
	Combining the Criteria and Summation Range	50

7	CONDITIONAL FORMATTING	Page
7.1	Creating Conditional Formats	52
	Applying a Pre-set Conditional Format	52
	Creating your own Conditional Format – a Case Study	53
7.2	Editing and Deleting Conditional Formats	54
	Changing the Order in which Rules Apply	54
7.3	More Sophisticated Rules	55
	Picking out Statistical Trends	55
	Using Formulae in Rules	56
	Using Formulae in Rules to Highlight a Whole Row	57
7.4	Viewing Conditionally Formatted Cells/Rules	58
	Viewing All Conditionally Formatted Cells	58
	Viewing all Conditional Formatting Rules	58

8	TABLES	Page
8.1	Definition of a Table	59
8.2	Creating and Removing Tables	60
	Creating Tables from Existing Data	60
	Creating Tables from Scratch	60
	Removing Tables	61
8.3	Sorting Tables	62
	Simple Sorting – 3 Methods	62
	Sorting by Two or More Columns	63
	Sorting by Colour	64
8.4	Simple Filtering	65
	Step 1 – Enabling Filtering	65
	Step 2 – Filtering by Columns	66
8.5	Removing Filters	67
	Clearing a Filter from a Single Column	67
	Clearing All Filters	67
	Removing Filtering	67
8.6	Filtering Specific Types of Data	68
	Filtering Numbers	68
	Filtering Text	69
	Filtering Dates	69

© Wise Owl Business Solutions Ltd

TABLE OF CONTENTS (3 of 5)

9	PRINTING	Page
9.1	Views of a Worksheet	70
	Page Layout View	70
	Page Break Preview	70
	Print Preview	70
9.2	Printing	71
	Choosing to Print	72
	Print Settings	72
9.3	Printing Areas of a Worksheet	72
	Setting a Print Area	73
	Setting Multiple Print Areas	73
9.4	Page Breaks	73
	Viewing Page Breaks	74
	Moving Page Breaks	74
	Inserting Page Breaks	74
	Removing Page Breaks	75
9.5	Fitting Worksheets to Pages	75
	Page Orientation	76
	Page Margins in Excel	76
	Changing Margins Using the Ribbon	76
	Changing Margins in Print Preview	78
	Scaling a Page	78
	Using Page Breaks to Scale a Page	78
	The Page Setup Dialog Box	79
9.6	Headers and Footers	79
	Adding a Header and Footer	80
	Inserting Headers and Footers with the Ribbon	80
9.7	Printing Titles	80
	Setting Print Titles	81

10	NUMBER AND DATE FORMATS	Page
10.1	What are Number Formats?	82
	Examples of Number Formats	82
	Examples of Date Formats	82
10.2	Formatting Dates	83
	How Dates and Times are Stored	83
	Quick Ways to Enter Dates and Times	83
	Quick Formatting Dates and Times	84
	Selecting Different Date/Time Formats	84
	Custom Date Formats	85
	Custom Date Formatting Codes	85
	Custom Time Formatting Codes	86
	Displaying Elapsed Times without Overflow	86
10.3	Standard Number Formats	87
	Standard Number Formats using the Ribbon	87
	More Number Format Options using Format Cells	88
10.4	Custom Number Formats	89
	Creating Custom Number Formats	89
	General Rules for Custom Number Formats	89
	Example of a Typical Custom Number Format	90
	Re-using Custom Number Formats	90
10.5	Tricks with Number Formats	91
	Tricks with Text	91
	Hiding Parts of a Number Format	91
	Colouring Parts of a Number Format	91
	Getting Positive and Negative Numbers to Line Up	92
	Getting Decimal Points to Line Up	92
	Fractions	92
	Scaling Large Numbers	93
	Filling Spaces	93

11	DATE AND TIME FUNCTIONS	Page
11.1	Returning Date Information	94
	Returning Parts of a Date	94
	Returning today's Date/Time	94
	Returning Parts of a Time	95
	Converting Numbers/Text into Dates/Times	95
11.2	Manipulating Dates	96
	Returning Different Dates	96
	Returning the Difference between Dates	96

TABLE OF CONTENTS (4 of 5)

12	MULTIPLE WORKSHEETS	Page
12.1	Moving between Worksheets	97
12.2	Common Tasks	98
	Selecting and De-selecting Worksheets	98
	Renaming Worksheets	98
	Changing Worksheet Tab Colours	99
	Hiding and Unhiding Worksheets	99
12.3	Inserting and Deleting Worksheets	100
	Inserting Single Worksheets	100
	Inserting Multiple Worksheets	100
	Deleting Worksheets	100
12.4	Moving and Copying Worksheets	101
	Moving Worksheets within a Workbook	101
	Copying Worksheets within a Workbook	101
	Moving and Copying to a Different or New Workbook	102
12.5	Group Mode	103
12.6	Summing across Sheets	104

13	DATA VALIDATION	Page
13.1	What is Data Validation?	105
13.2	Creating Validation Rules	106
	Step 1 – Saying what is Allowed	106
	Step 2 – Defining your Punishment for Mistakes	107
13.3	Referencing Formulae in Validation	108
13.4	Dropdown Lists	109
	Step 1 - Creating a Range Name	109
	Step 2 – Setting the List	109
13.5	Input Messages	110
13.6	Copying and Clearing Validation Settings	111
	Copying Validation	111
	Clearing Validation Settings	111
13.7	Highlighting Validated Cells	112
	Highlighting Cells which have Validation Applied	112
	Circling Invalid Data	112

14	PROTECTION	Page
14.1	Types of Protection	113
14.2	Protecting Worksheets	114
	Unlocking Cells	114
	A Note on Unprotecting Cells using Styles	115
	Protecting and Unprotecting Worksheets	115
14.3	Protecting a Workbook's Structure	116
14.4	Password-Protecting Workbooks	117
14.5	Preventing Accidental Changes to a Workbook	118
14.6	Hiding Worksheets	119
	Very Hidden Worksheets	119
14.7	Hiding Cells and Formulae	120
	Hiding Cells	120
	Hiding Formulae	120

TABLE OF CONTENTS (5 of 5)

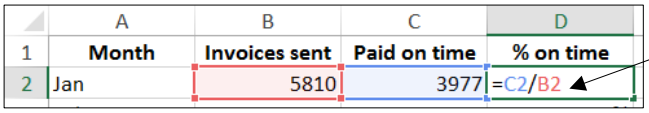
15	CHARTS	Page
15.1	Overview	121
15.2	Selecting Data	122
	The Golden Rules for Selecting Chart Data	122
	Selecting a Simple Data Range	122
	Selecting Multiple Ranges	123
	Selecting Non-Contiguous Ranges	123
15.3	Creating Charts	124
15.4	Chart Location	125
	Embedded Charts	125
	Printing Embedded Charts	125
	Separate Sheet Charts	126
	Switching between Embedded and Separate Sheet Charts	126
15.5	Chart Types, Templates and Defaults	127
	Changing a Chart's Type (Including Chart Templates)	127
	Creating Chart Templates	127
	Setting the Default Chart	128
15.6	Formatting Charts	129
15.7	Formatting Parts of a Chart	130
	The Parts of a Chart (Chart Elements)	130
	Selecting Part of a Chart	131
	Selecting a Data Point or Legend Entry	131
	Formatting Part of a Chart	132
	Using the Formatting Task Bar	132
	Worked Example: Setting the Gradient Fill for a Chart Title	133
15.8	Showing/Hiding Parts of a Chart	133
15.9	Specific Chart Element Consideration	135
	Working with Data Tables	135
	Data Labels	135
	Axes, Scaling, Tick Marks and Gridlines	136
15.10	Editing Data	137
	Changing the Data being Charted Visually	137
	Switching Rows and Columns	137
	Filtering Data and Labels	138

16	EXCEL SHORTCUT KEYS	Page
16.1	CTRL and SHIFT Key Combinations	139
	SHIFT and CTRL keys	139
	General CTRL Keys in Excel	140
	CTRL Keys with Letters	141
16.2	Function Keys	142
	F1 to F6 Keys	142
	F7 to F12 Keys	143
16.3	Other Special Keys	144
	Special Keys – Part 1	144
	Special Keys – Part 2	145
	Special Keys – Part 3	146

CHAPTER 1 - FORMULAE AND FUNCTIONS

1.1 Basic Formulae

You can type a *formula* into a cell to calculate a new value based on data you've already entered:



All formulae begin with an = sign. This takes the value in cell **C2**, and divides it by the value in cell **B2**.

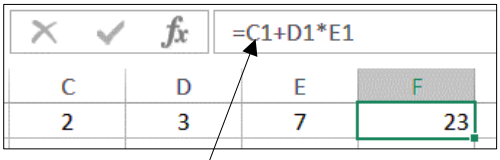
Operators

Operators are the symbols that tell Excel to add, subtract, etc. The common ones used are:

Symbol	What it means	Example	Result (if B2 = 5 and C2 = 2)
+	To add	= B2 + C2	7
-	To subtract	= B2 - C2	3
*	To multiply	= B2 * C2	10
/	To divide	= B2 / C2	2.5
^	To take to the power of	= B2 ^ C2	25 (ie 5^2)
&	Concatenation (joining)	= B2 & C2	52 (ie 5 and 2 joined together)

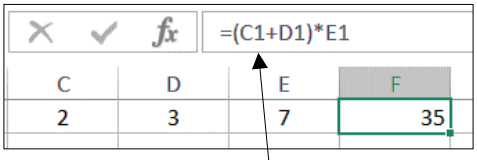
Brackets in Formulae

Brackets force Excel to calculate some parts of a formulae first (in Excel multiplication/division normally occur before addition/subtraction, but you can override this). For example:



Without brackets

2 plus 3 times 7 = 2 plus 21 = 23



With brackets

(2 plus 3) times 7 = 5 times 7 = 35

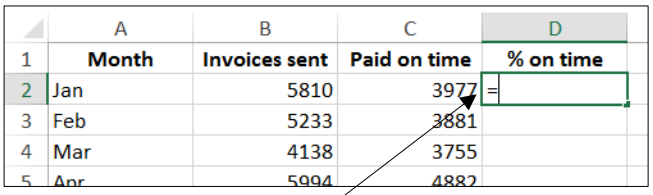
Remember your **BODMAS**! *This natty acronym gives the order in which calculation rules are applied, as shown on the right.*

B rackets
O ver
D ivision
M ultiplication
A ddition
S ubtraction

© Copyright 2026

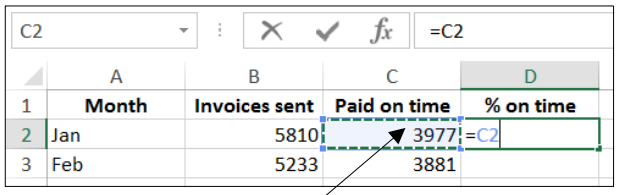
1.2 Creating Formulae

Here's how to create a typical formula, such as the one shown on the previous page:



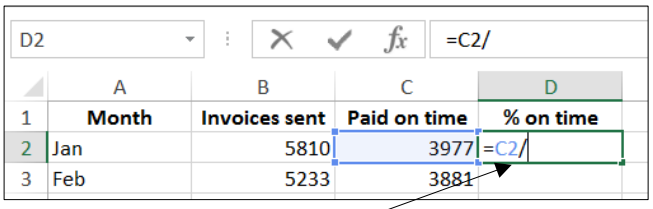
	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	=
3	Feb	5233	3881	
4	Mar	4138	3755	
5	Apr	5994	4882	

a) Click in the cell where you want to put your answer, and type an = sign to begin your formula.



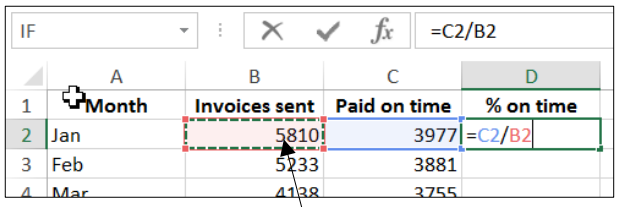
	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	=C2
3	Feb	5233	3881	

b) Click on the first cell to use in your calculation, or type in its cell reference (here it's **C2**).



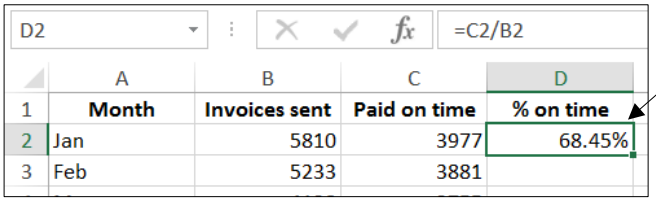
	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	=C2/
3	Feb	5233	3881	

c) Type in an operator (here we type / to show we want to divide by something).



	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	=C2/B2
3	Feb	5233	3881	

d) Click on the next cell that you want to reference, or type in the cell address (here it's **B2**).



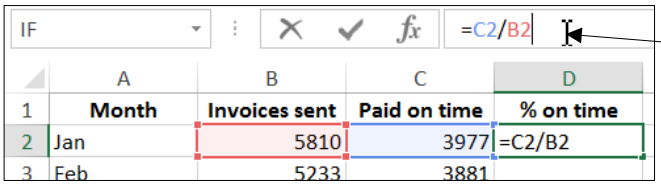
	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	68.45%
3	Feb	5233	3881	

e) Press Enter or click on the tick symbol to confirm your formula (here we've also formatted the cell containing the answer, so that it appears as 68.45% rather than 0.6845).

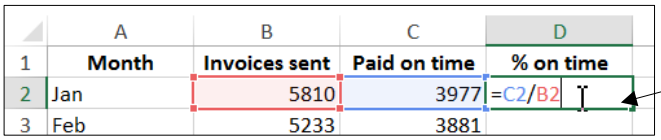
© Copyright 2026

1.3 Editing Formulae

After you've created a formula, you can edit it in a couple of ways:



Either click on the cell, then click in this formula bar to make changes to the formula it contains …



… or double-click in the cell to change the formula within the cell (you can also press F2 to do this).

Whichever method you choose, press ↵ when you've finished to save your changes, or Esc to cancel them, or click on one of the tools shown below:

Cancel your changes

Save your changes

© Copyright 2026

1.4 Copying Formulae

When you copy a formula containing cell references to other cells, Excel will automatically update the cell references.

This key feature of spreadsheets is called relative cell referencing*, and is explained in more detail overleaf.*

The Easiest Way to Copy a Formula

You can copy any formula up, down, left or right. Here's an example of copying a formula down.

	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	68.45%
3	Feb	5233	3881	
4	Mar	4138	3755	
5	Apr	5994	4882	
6	May	6006	4125	

In this example we want to copy this formula down to work for the other four months too.

To copy this formula down:

	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	68.45%
3	Feb	5233	3881	
4	Mar	4138	3755	
5	Apr	5994	4882	
6	May	6006	4125	

a) Position the mouse button at the bottom right corner of the cell that you want to copy, so that it turns into what's called the **AutoFill** handle (a black cross).

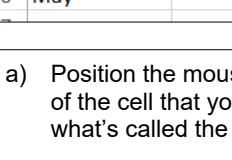
	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	68.45%
3	Feb	5233	3881	
4	Mar	4138	3755	
5	Apr	5994	4882	
6	May	6006	4125	
7				

b) Click and drag down to highlight the cells beneath – when you release the mouse button, Excel will copy the formula down.

	C	D
	l on time	% on time
	3977	68.45%
	3881	74.16%
	3755	90.74%
	4882	81.45%
	4125	68.68%

c) The formula give different numbers because they're referring to different cells, as can be seen from looking at the bottom figure of 68.68%.

	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	68.45%
3	Feb	5233	3881	74.16%
4	Mar	4138	3755	90.74%
5	Apr	5994	4882	81.45%
6	May	6006	4125	=C6/B6
7				

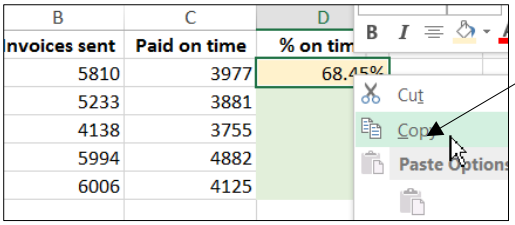


Actually, an even easier way to copy a formula down is to double-click when you get the AutoFill handle. Excel will then copy the formula down almost by magic, using the column immediately to the left to determine how far to go. Note that this only works when copying down (you can't use it to copy up, right or left).

© Copyright 2026

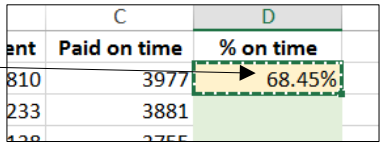
Other Ways to Copy a Formula

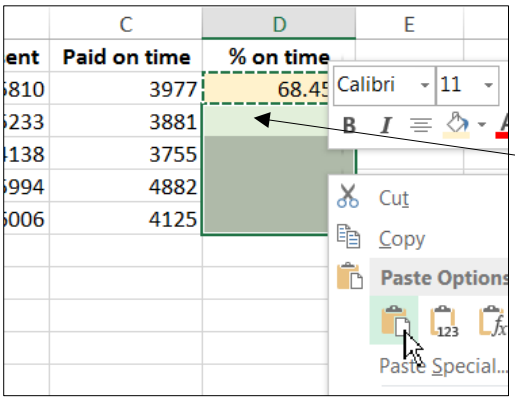
You can, of course, use all of the standard Windows ways to copy formulae too!



a) Right-click on the cell that you want to copy and choose **Copy** (or press **Ctrl** + **C**, or click on the Copy tool on the **HOME** tab of the ribbon).

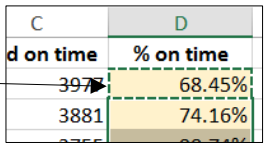
b) The cell or cells that you are copying will get a jazzy line round them!





c) Right-click on the cells which you want to paste the formula onto, and choose the tool shown (or press **Ctrl** + **V**, or click on the tool shown on the right on the **HOME** tab of the ribbon).

d) Press **Esc** to clear these dashed lines if they are annoying you (although they're harmless!).



How Relative Cell Referencing Works

When you copy a formula, Excel uses *relative cell referencing*:

	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	=C2/B2
3	Feb	5233	3881	74.16%
4	Mar	4138	3755	90.74%
5	Apr	5994	4882	81.45%
6	May	6006	4125	68.68%

The original formula is read by Excel as: "take the cell one to the left on the same row, and divide it by the cell two to the left on the same row".

	A	B	C	D
1	Month	Invoices sent	Paid on time	% on time
2	Jan	5810	3977	68.45%
3	Feb	5233	3881	74.16%
4	Mar	4138	3755	90.74%
5	Apr	5994	4882	81.45%
6	May	6006	4125	=C6/B6

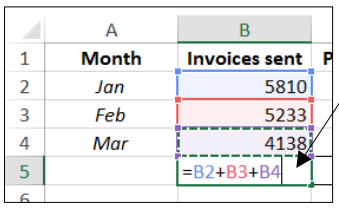
The copied formulae all do exactly the same thing, but give different results because they refer to cells on different rows!

There is a way in Excel to turn this behaviour off and use absolute *referencing instead (this is covered in a later courseware chapter, including examples showing why you'd want to do this).*

© Copyright 2026

1.5 Functions

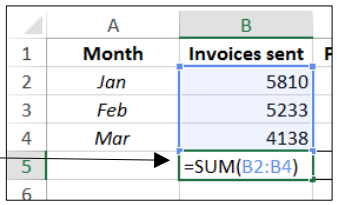
A *function* can be used in a formula to perform specialised calculations. Here's an example:



	A	B
1	Month	Invoices sent
2	Jan	5810
3	Feb	5233
4	Mar	4138
5		=B2+B3+B4

You could calculate the total for this column by adding each individual cell together …

… but it's more efficient to use the **SUM** function, which will add together all of the values in a range of cells.

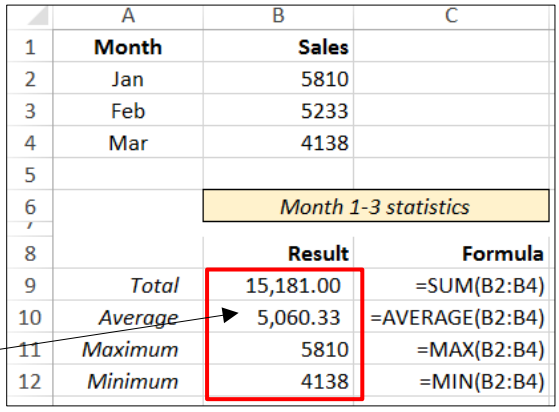


	A	B
1	Month	Invoices sent
2	Jan	5810
3	Feb	5233
4	Mar	4138
5		=SUM(B2:B4)

There are hundreds of functions in Excel, covering everything from summing cells through to advanced financial, statistical and mathematical calculations.

Basic Functions

Here are four of the most commonly used functions in Excel:

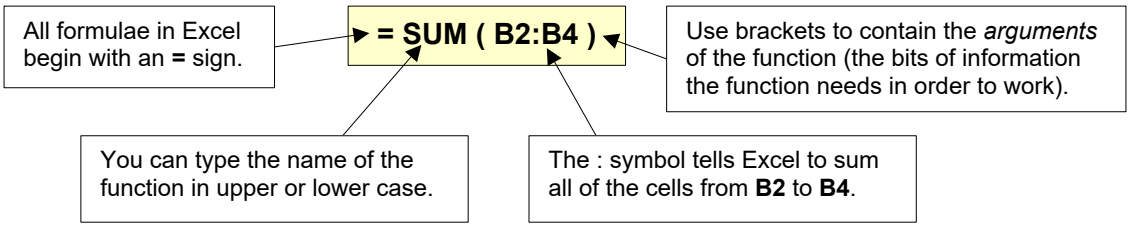


	A	B	C
1	Month	Sales	
2	Jan	5810	
3	Feb	5233	
4	Mar	4138	
5			
6		Month 1-3 statistics	
8		Result	Formula
9	Total	15,181.00	=SUM(B2:B4)
10	Average	5,060.33	=AVERAGE(B2:B4)
11	Maximum	5810	=MAX(B2:B4)
12	Minimum	4138	=MIN(B2:B4)

Here we've used four functions to work out the sum and average of the 3 sales figures for **Jan**, **Feb** and **Mar**, and also the highest and lowest of them.

Structure of a Function

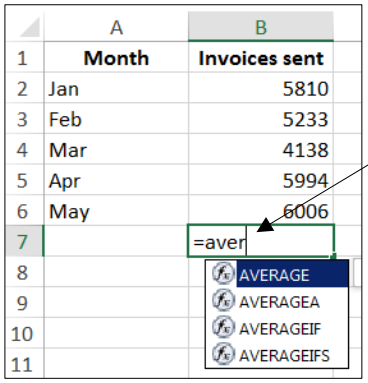
All Excel functions have the same structure:



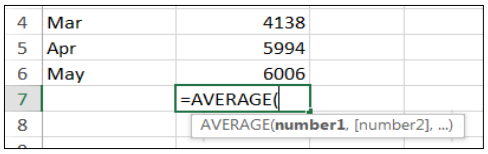
© Copyright 2026

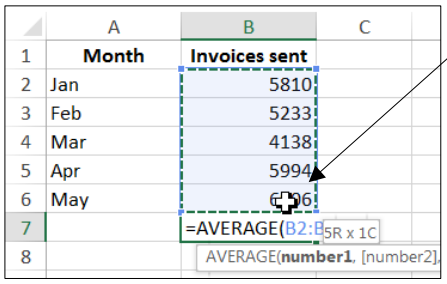
Typing a Function

If you know the name of the function that you want to use, you can type it into a cell:



a) Type = followed by the name of the function you want to use. When you've identified it sufficiently, you can either press the ⇆ key, or alternatively double-click on the function name to select it (to save yourself typing) to get:

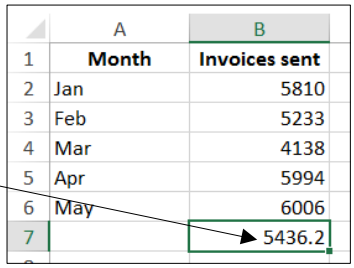




b) Select the cells which you want to be the argument for your function (here the cells whose average we want to calculate).

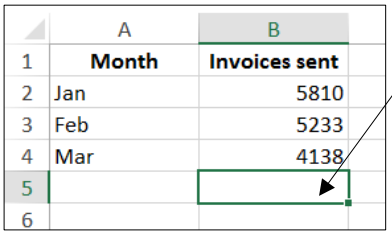
c) Press ↵ to create your formula (Excel will fill in the last closing bracket for you) to get:

=AVERAGE(B2:B6)

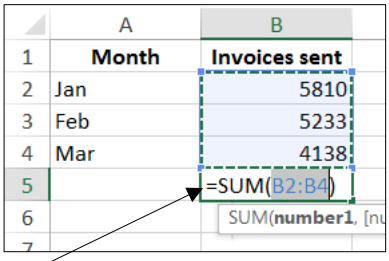


Using AutoSum to Create Quick Totals, Averages, Etc.

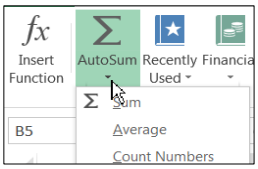
For the basic functions of summing, averaging, counting and taking the maximum or minimum value in a range, use the ∑ AutoSum tool to speed things up:

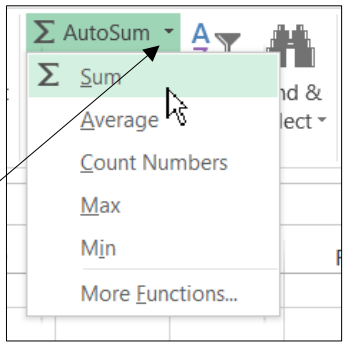


a) Click on the cell where you want the answer to go (here we'll calculate the total invoices sent for January through to March).



b) Click on this arrow on the Home tab to choose a different function (or just click on the ∑ AutoSum tool if you just want to create a total). Note that you can also find this tool on the Formulas tab:



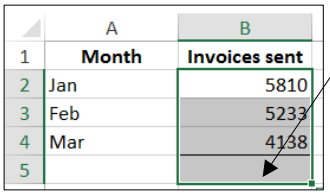


c) Excel will guess what you want to sum (or average, or count, etc.) – usually this will be the block of numbers directly above or to the left of the current cell. If Excel has guessed correctly, press ↵ to confirm the formula; otherwise select the block of cells you did want to work with, or press Esc to cancel your formula.

© Copyright 2026

The Quickest Way to Sum

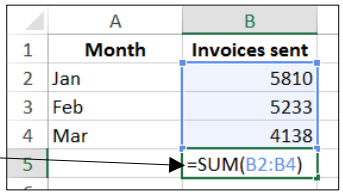
People sum so frequently in Excel that there is a short-cut key devoted to it:



	A	B
1	Month	Invoices sent
2	Jan	5810
3	Feb	5233
4	Mar	4138
5		

a) Select the block of cells you want to sum and the blank cell where the answer should go.

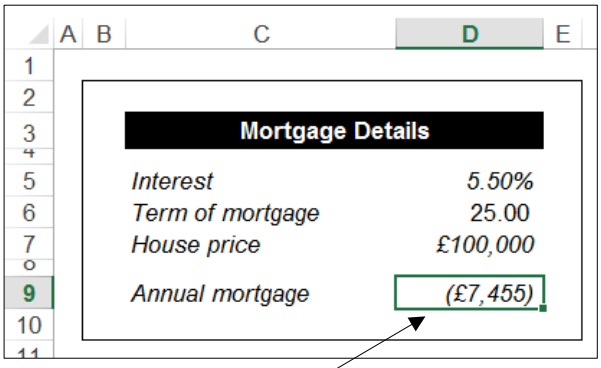
b) Type **Alt** + = to put the sum formula into the blank cell.



	A	B
1	Month	Invoices sent
2	Jan	5810
3	Feb	5233
4	Mar	4138
5		=SUM(B2:B4)

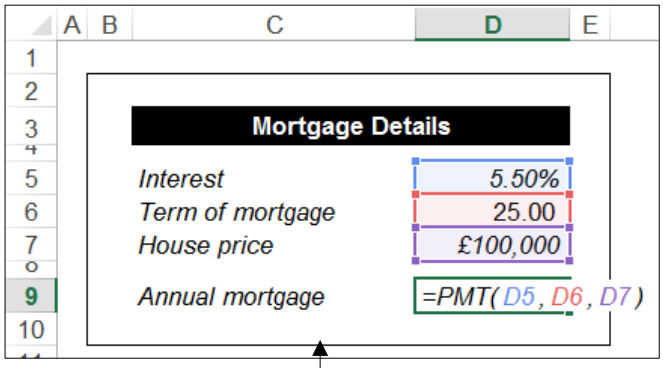
The Function Wizard

The best way to choose a function in Excel is to use the *function wizard*. To show how to use this, consider this example:



Mortgage Details	
Interest	*5.50%*
Term of mortgage	25.00
House price	*£100,000*
Annual mortgage	*(£7,455)*

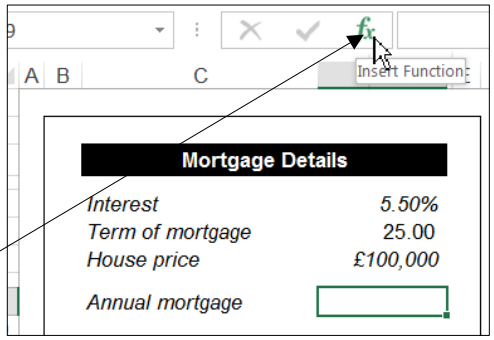
We want to work out the annual mortgage on a £100,000 broom cupboard in London, given a 25 year term and an interest rate of 5.5%.



Mortgage Details	
Interest	*5.50%*
Term of mortgage	25.00
House price	*£100,000*
Annual mortgage	*=PMT(D5, D6, D7)*

As always in Excel, there's an app for this (although in Excel they're called functions, not apps). Here we'll use the **PMT** function (which stands for **PayMenT**, before you ask).

You're unlikely to be able to guess that this function exists, so here's how to find it (or any other function for that matter). First invoke the wizard:



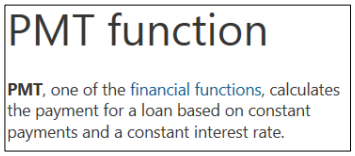
Click on the cell where you want your answer to go, then click on this tool (or press ⇧ + **F3** to invoke the function wizard).

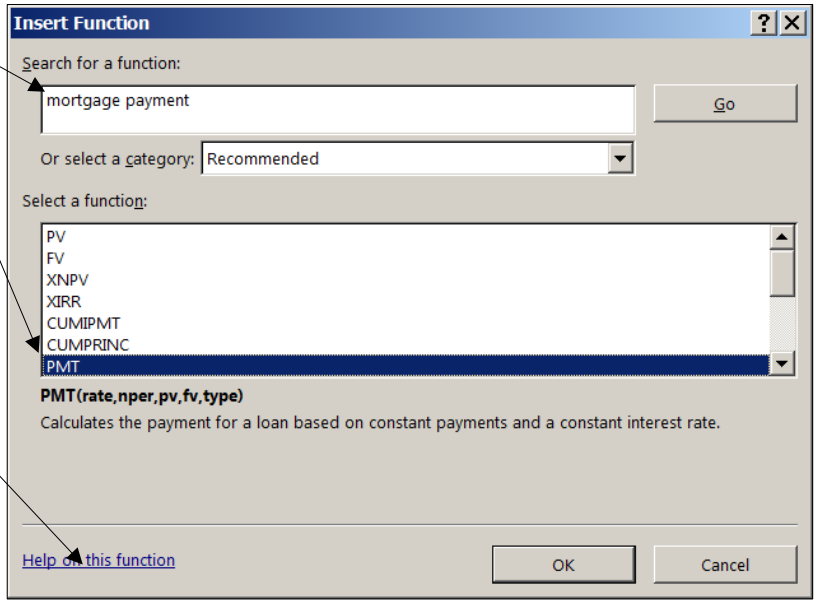
You can now choose which function you want to work with:

a) Type in a description of what you want to do, and press ↵.

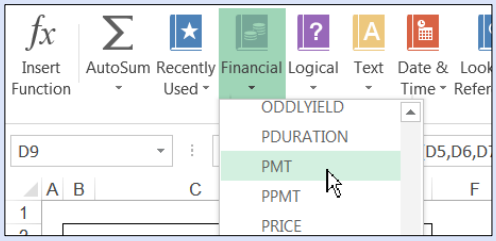
b) See if you can find a function which looks like it will help in the list presented to you.

c) Click on this link to get excellent help on this function – here's how the **PMT** function help starts:

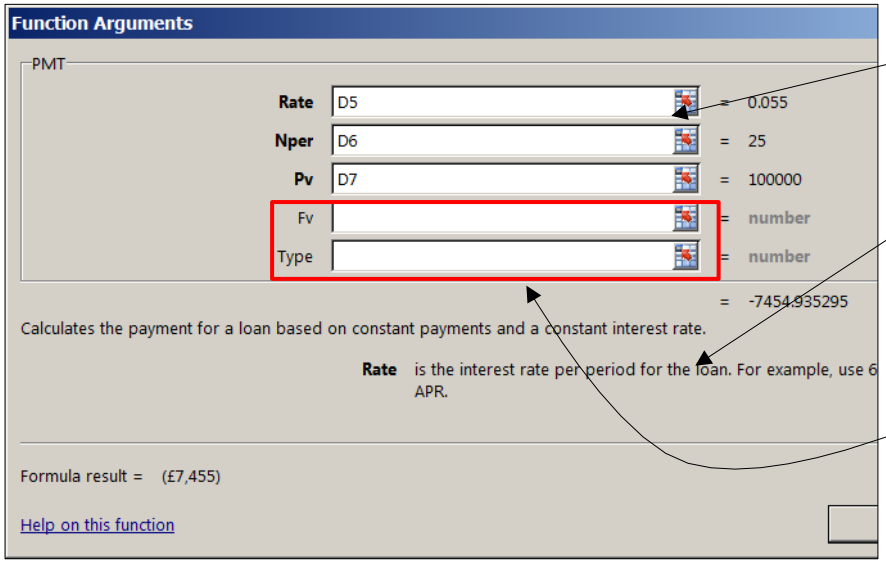




*If you know which category of function you're looking for, it can sometimes be quicker to find it using the **FORMULA** tab of the ribbon.*



Finally, select OK in the above dialog box. You can now complete your function:



a) Click on these red blobs to choose a cell for each argument.

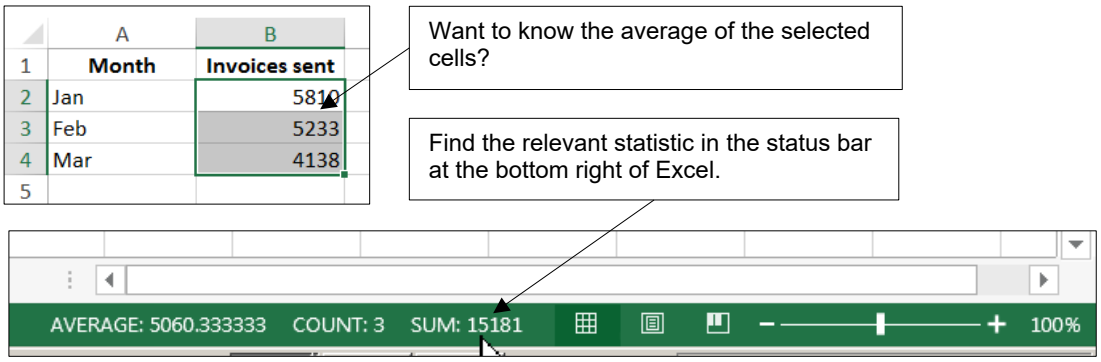
b) When you click in an argument, Excel tells you how it should be used.

c) Arguments shown in faint type (not bold) are optional. For this function you can miss them out and they will take sensible values, although this isn't always the case in Excel!

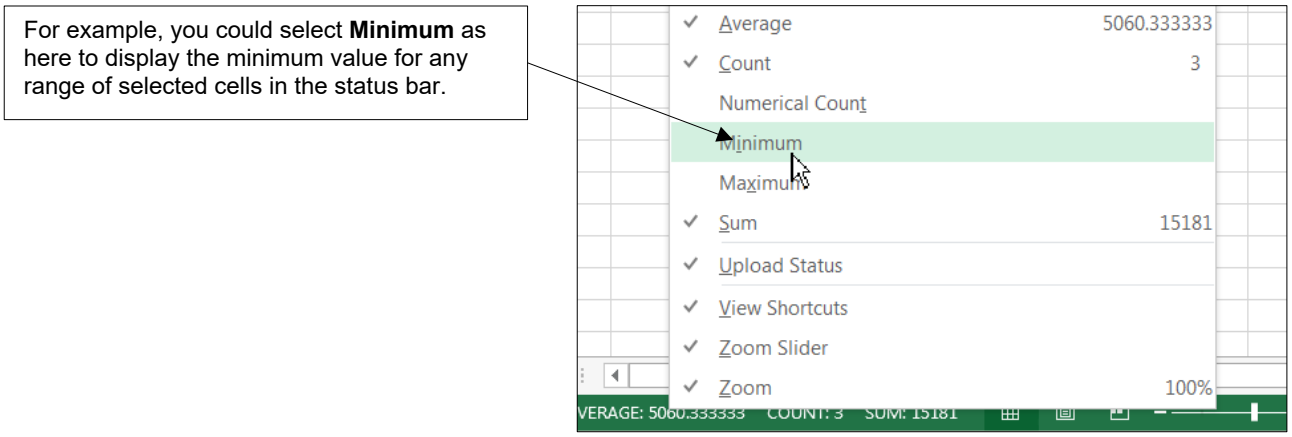
© Copyright 2026

1.6 Status Bar Calculations

A quick way to view the results of formulae is to use the status bar:



You can right-click on the status bar to change the statistics displayed:



CHAPTER 2 - MOVING AND SELECTING IN EXCEL

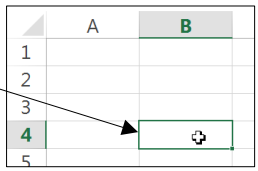
2.1 Moving Around in Excel

To be able to use the different parts of a workbook, you need to be able to move to them. You can move around a workbook using the mouse or keyboard, or by changing the viewing scale.

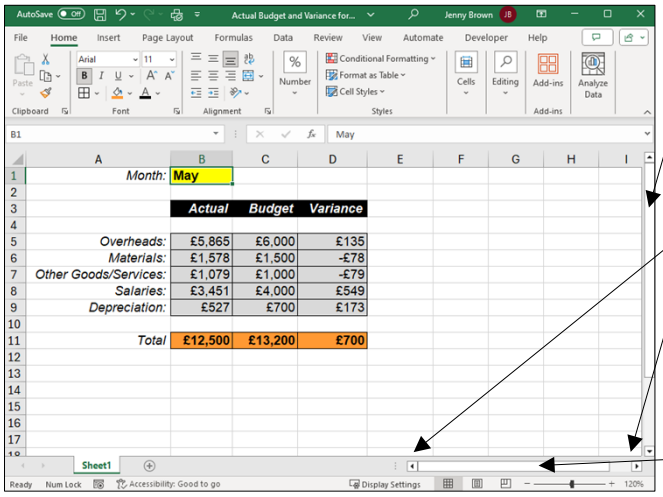
Using the Mouse to Move Around

You can move to any cell on the worksheet, simply by clicking the ✥ shaped mouse on the required cell.

Once you've clicked on the required cell, it becomes the *currently selected cell* – denoted by the box around the cell.



If you can't see the cell you want to move to on the screen then you can use the *scroll bars* to move further down and/or further across the worksheet:



Click and drag on this scroll bar to move further down. Hold down ⇧ to move more quickly.

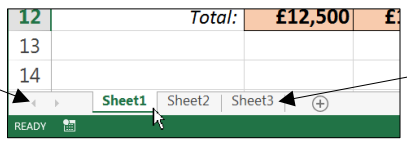
You can click the arrows at either end of a scroll bar to move one row or column at a time. You can also click and hold the mouse button to move more quickly.

Click and drag on this scroll bar to move further across. Hold down ⇧ to move more quickly.

If you have a mouse with a "scroll wheel", you can use it to scroll up and down on a worksheet.

You can also use the mouse to move to different worksheets:

You can use these arrows to view worksheet tabs that are not currently viewable.



To move to a different worksheet – just click on the tab.

© Copyright 2026

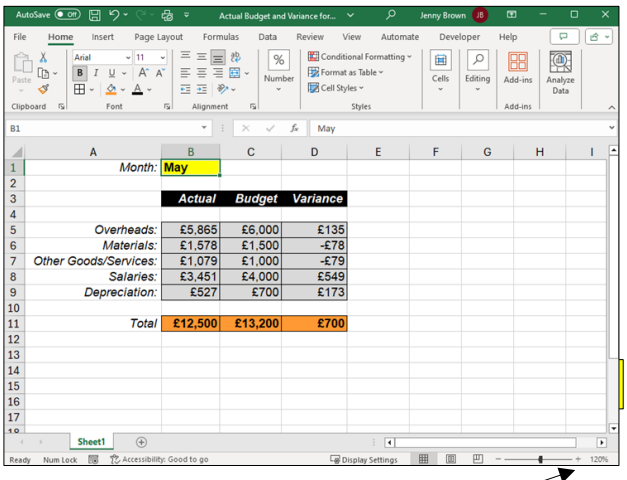
Keyboard Shortcuts for Moving Around

There are many keyboard shortcuts that you can use to quickly move around a workbook. The table below summarises the main ones:

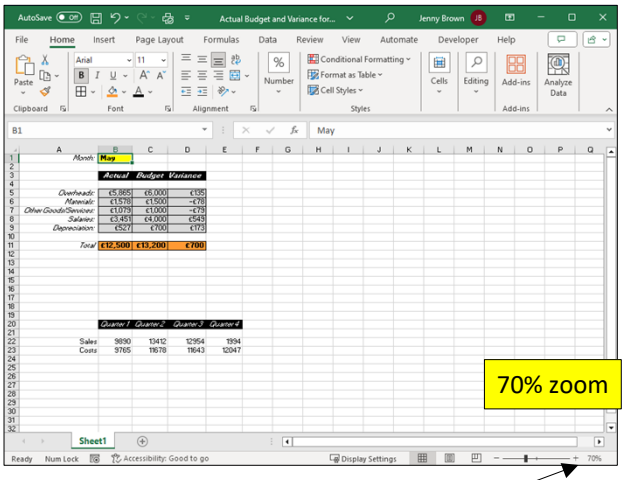
Key(s)	What they do
→, ←, ↓, ↑	Moves the cursor one cell in the appropriate direction
Ctrl + ↑, Ctrl + ↓ Ctrl + ←, Ctrl + →	Moves the cursor to the appropriate end of the currently selected block of cells
Home	Moves the cursor to the first column of the current row
Ctrl + Home	Moves the cursor to the first cell of the sheet (**A1**)
Ctrl + End	Moves the cursor to the bottom right corner of your sheet
Page Down, Page Up	Goes one "screen" down or up
Alt + Page Down	Goes one "screen" right
Alt + Page Up	Goes one "screen" left
F5	Lets you choose a cell reference to go to, then type ↵
Ctrl + Page Down	Go to the next worksheet in the workbook
Ctrl + Page Up	Go to the previous worksheet in the workbook

Zooming the View

You can see more of your worksheet in the same screen area by using the zoom control tool to zoom out (or in):



Click and drag the slider or use **+** / **–** to zoom in/out.



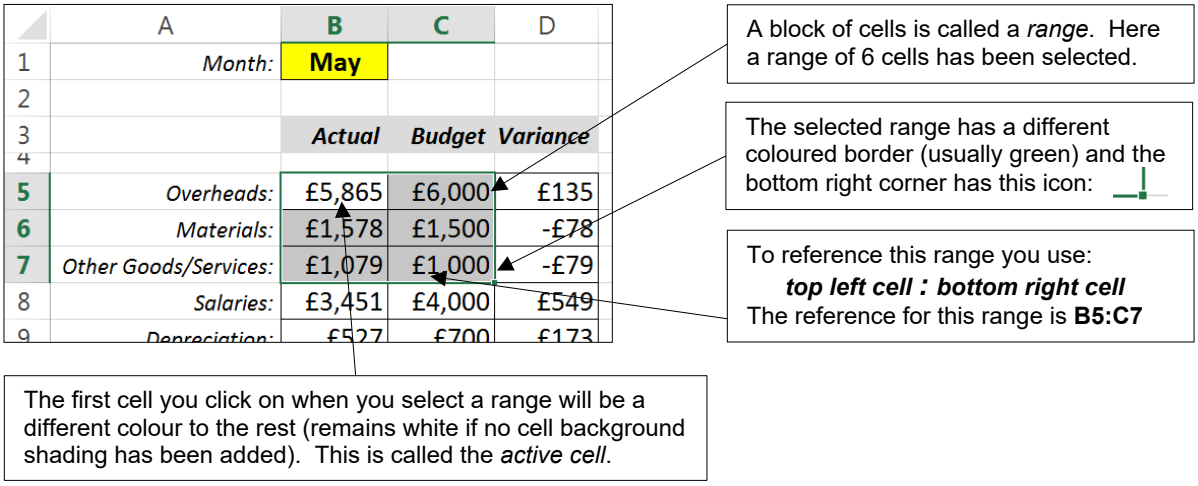
Here zoom has been set to 70% to see more.

If you have a mouse with a "scroll wheel", you can hold Ctrl *and scroll the wheel to zoom in and out.*

© Copyright 2026

2.2 Selecting Cells

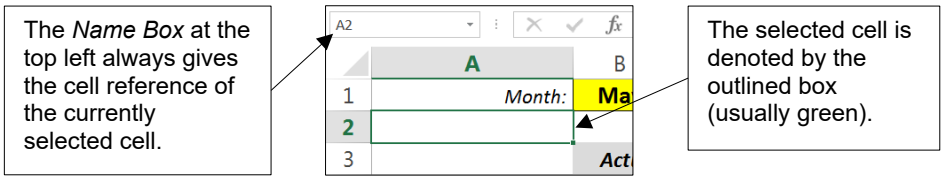
Just about everything you do in Excel requires you to first select the cell or cells that you want to make the changes to.



Selecting Single Cells

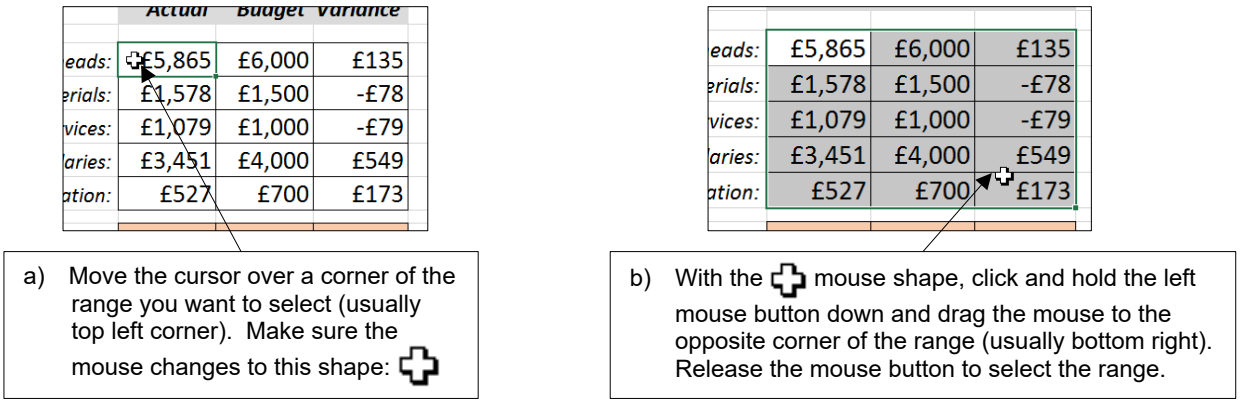
To select a single cell:

- Simply click the mouse shape on the required cell; or
- Press any cursor movement key like →, ←, ↓ or ↑ until you reach the desired cell.



Selecting a Range of Cells

The easiest way to select a range is by simply clicking and dragging with the mouse:

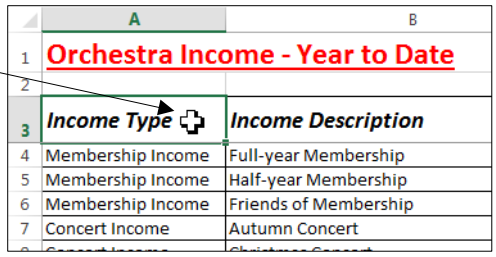


© Copyright 2026

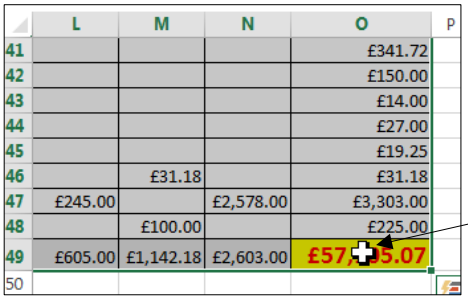
Selecting a Large Range of Cells

It is often tricky to select a large range by dragging the mouse, so instead you can use the ⇧ key as shown below:

a) Start by selecting/clicking just the top left cell in the range.



	A	B
1	**Orchestra Income - Year to Date**	
2		
3	***Income Type***	***Income Description***
4	Membership Income	Full-year Membership
5	Membership Income	Half-year Membership
6	Membership Income	Friends of Membership
7	Concert Income	Autumn Concert



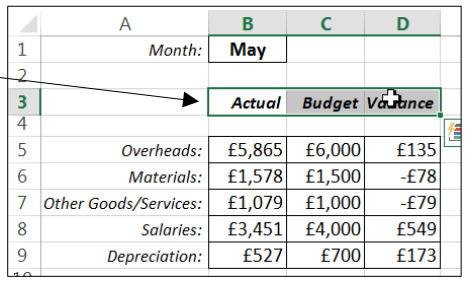
	L	M	N	O
41				£341.72
42				£150.00
43				£14.00
44				£27.00
45				£19.25
46		£31.18		£31.18
47	£245.00		£2,578.00	£3,303.00
48		£100.00		£225.00
49	£605.00	£1,142.18	£2,603.00	£57[illegible]5.07
50				

b) Use the scroll bars to find the bottom right corner of your range. Hold down the ⇧ key and click on this bottom right cell to select the entire range.

Selecting Multiple Ranges

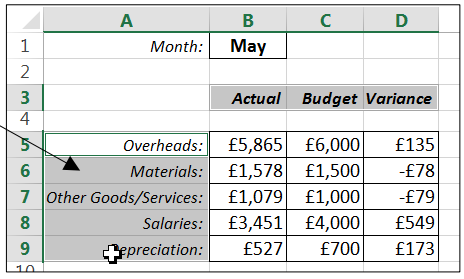
You can select several separate ranges by holding down the Ctrl key for each range you want to add whilst you click and drag the extra ranges.

a) Select the first range by clicking and dragging as normal.



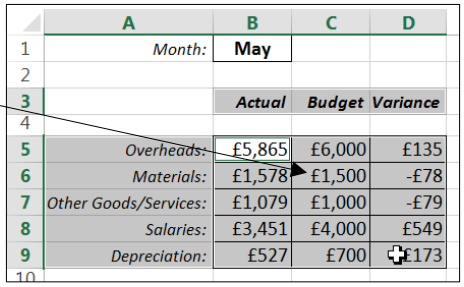
	A	B	C	D
1	*Month:*	**May**		
2				
3		***Actual***	***Budget***	***Variance***
4				
5	*Overheads:*	£5,865	£6,000	£135
6	*Materials:*	£1,578	£1,500	-£78
7	*Other Goods/Services:*	£1,079	£1,000	-£79
8	*Salaries:*	£3,451	£4,000	£549
9	*Depreciation:*	£527	£700	£173

b) Hold down the Ctrl key while you click and drag the second range.



	A	B	C	D
1	*Month:*	**May**		
2				
3		***Actual***	***Budget***	***Variance***
4				
5	*Overheads:*	£5,865	£6,000	£135
6	*Materials:*	£1,578	£1,500	-£78
7	*Other Goods/Services:*	£1,079	£1,000	-£79
8	*Salaries:*	£3,451	£4,000	£549
9	*Depreciation:*	£527	£700	£173

c) Continue holding down the Ctrl key while you select more ranges until you have selected them all.



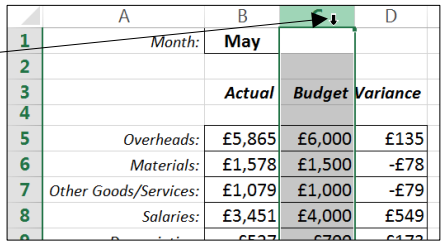
	A	B	C	D
1	*Month:*	**May**		
2				
3		***Actual***	***Budget***	***Variance***
4				
5	*Overheads:*	£5,865	£6,000	£135
6	*Materials:*	£1,578	£1,500	-£78
7	*Other Goods/Services:*	£1,079	£1,000	-£79
8	*Salaries:*	£3,451	£4,000	£549
9	*Depreciation:*	£527	£700	£173

© Copyright 2026

Selecting Entire Rows and Columns

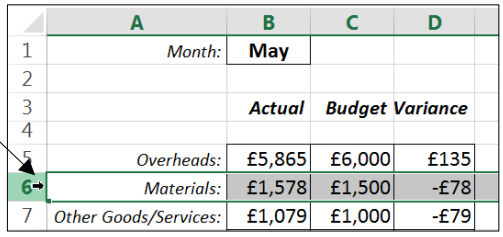
You can easily select entire rows and columns by clicking the row numbers or column letters.

To select a column, move the mouse over the column letter so that it changes shape to this ⇩ and then click to select that column.



	A	B	C	D
1	Month:	May		
2				
3		Actual	Budget	Variance
4				
5	Overheads:	£5,865	£6,000	£135
6	Materials:	£1,578	£1,500	-£78
7	Other Goods/Services:	£1,079	£1,000	-£79
8	Salaries:	£3,451	£4,000	£549

To select a row, move the mouse over the row number so that it changes shape to this ⇨ and then click to select that row.



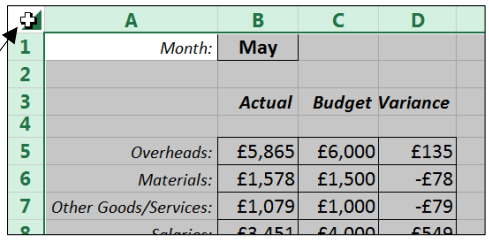
	A	B	C	D
1	Month:	May		
2				
3		Actual	Budget	Variance
4				
5	Overheads:	£5,865	£6,000	£135
6	Materials:	£1,578	£1,500	-£78
7	Other Goods/Services:	£1,079	£1,000	-£79

To select multiple adjacent rows/columns, click and drag across the column letters/row numbers. To select multiple non-adjacent rows/columns, hold down Ctrl while you click on the column letter/row number.

Selecting an Entire Worksheet

You can select every cell on a worksheet (including all the blank cells) by clicking at the top left corner:

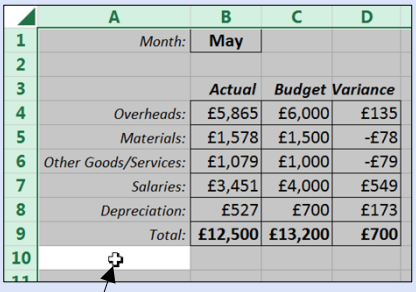
Click here to select the entire worksheet.



	A	B	C	D
1	Month:	May		
2				
3		Actual	Budget	Variance
4				
5	Overheads:	£5,865	£6,000	£135
6	Materials:	£1,578	£1,500	-£78
7	Other Goods/Services:	£1,079	£1,000	-£79

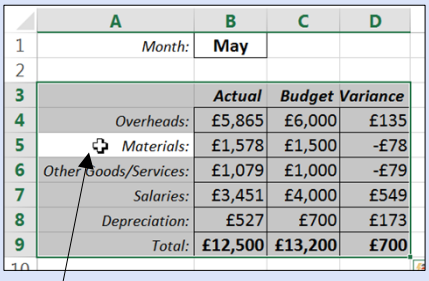
Wise Owl's Hint

You can also press Ctrl + A to select either the entire worksheet or the current region of data:



	A	B	C	D
1	Month:	May		
2				
3		Actual	Budget	Variance
4	Overheads:	£5,865	£6,000	£135
5	Materials:	£1,578	£1,500	-£78
6	Other Goods/Services:	£1,079	£1,000	-£79
7	Salaries:	£3,451	£4,000	£549
8	Depreciation:	£527	£700	£173
9	Total:	£12,500	£13,200	£700
10				

If you press Ctrl + A here, Excel selects the entire worksheet.



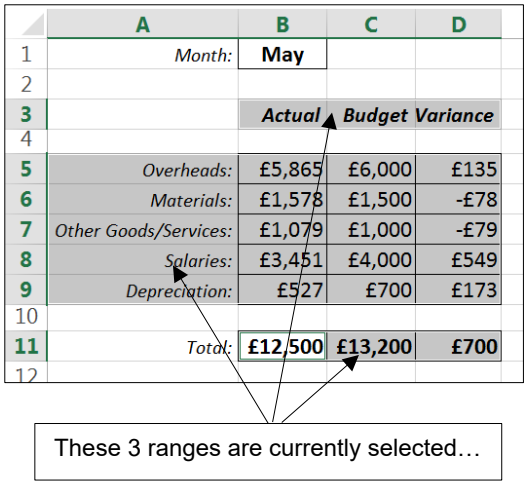
	A	B	C	D
1	Month:	May		
2				
3		Actual	Budget	Variance
4	Overheads:	£5,865	£6,000	£135
5	Materials:	£1,578	£1,500	-£78
6	Other Goods/Services:	£1,079	£1,000	-£79
7	Salaries:	£3,451	£4,000	£549
8	Depreciation:	£527	£700	£173
9	Total:	£12,500	£13,200	£700

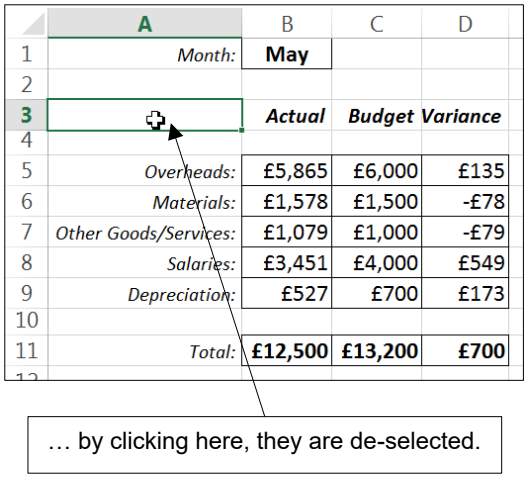
If you press Ctrl + A here, Excel looks for surrounding blank cells and selects the "used" cells area.

© Copyright 2026

De-Selecting Cells

To de-select, all you have to do is click the mouse on a different worksheet cell or press one of the cursor movement keys like →, ←, ↓ or ↑ to move to a different cell.





Using the Keyboard to Select Cells

There are many keyboard shortcuts for selecting cells. The table below summarises the main ones:

Key(s)	What they do
⇧ + *any of the arrow keys*	Extends the current selection one row or column in the appropriate direction.
Ctrl + ⇧ + *any of the arrow keys*	Selects from the active cell to the end of the current region of cells in the appropriate direction.
Ctrl + Space Bar	Selects an entire column.
⇧ + Space Bar	Selects an entire row.
Ctrl + **A**	Selects all the cells in the current region – if you have a cell selected within a block of data this will select the whole block of data, otherwise it will select all the cells on the worksheet.

© Copyright 2026

Our training and consultancy services

		Basic training	Advanced training	Systems / consultancy
Desktop	Microsoft Excel			
	VBA macros			
	Microsoft Access			
Business Intelligence	Power BI			
	Power Apps			
	Power Automate			
SQL Server	SQL			
	Reporting Services			
	Report Builder			
	Integration Services			
	Analysis Services			
Coding	Visual C# programming			
	VB programming			
	DAX			
	Python			