

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Spreadsheet: LibreOffice Calc (Part-4)  
**[Selecting items (cells, rows, columns, sheets etc) in a spreadsheet]**

Date: 18-05-20

## **Selecting Items in a Spreadsheet**

### **Selecting cells**

#### **Single cell:**

Left-click in the cell. We can verify your selection by looking in the Name Box on the Formula Bar.



#### **Range of contiguous cells:**

A range of cells can be selected using the keyboard or the mouse. To select a range of cells by dragging the mouse cursor:

- 1) Click in a cell.
- 2) Press and hold down the left mouse button.
- 3) Move the mouse around the screen.
- 4) Once the desired block of cells is highlighted, release the left mouse button.

To select a range of cells without dragging the mouse:

- 1) Click in the cell which is to be one corner of the range of cells.
- 2) Move the mouse to the opposite corner of the range of cells.
- 3) Hold down the *Shift* key and click.

To select a range of cells without using the mouse:

- 1) Select the cell that will be one of the corners in the range of cells.
- 2) While holding down the *Shift* key, use the cursor arrows to select the rest of the range.

#### **Range of non-contiguous cells:**

- 1) Select the cell or range of cells using one of the methods above.
- 2) Move the mouse pointer to the start of the next range or single cell.
- 3) Hold down the *Ctrl* key and click or click-and-drag to select another range of cells to add to the first range.
- 4) Repeat as necessary.

### **Selecting columns and rows**

#### **Single column or row:**

To select a single column, click on the column header.

To select a single row, click on the row header.

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## **Multiple columns or rows:**

To select multiple columns or rows that are contiguous:

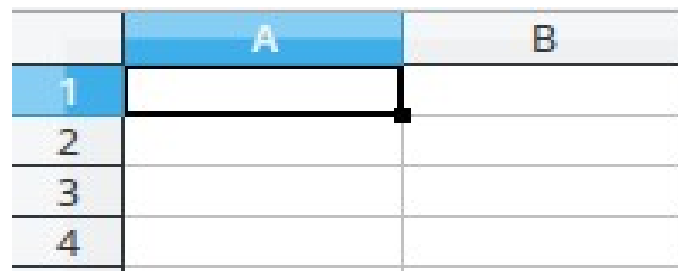
- 1) Click on the first column or row in the group.
- 2) Hold down the *Shift* key.
- 3) Click the last column or row in the group.

To select multiple columns or rows that are not contiguous:

- 1) Click on the first column or row in the group.
- 2) Hold down the *Ctrl* key.
- 3) Click on all of the subsequent columns or rows while holding down the *Ctrl* key.

## **Entire sheet:**

To select the entire sheet, click on the corner box between the column header A and the row header 1, or use the key combination *Ctrl+A* to select the entire sheet, or go to **Edit** on the Menu bar and select **Select All**.



	A	B
1		
2		
3		
4		

## **Selecting sheets:**

We can select one or multiple sheets in Calc. It can be advantageous to select multiple sheets, especially when we want to make changes to many sheets at once.

### **Single sheet:**

Click on the sheet tab for the sheet you want to select. The tab for the selected sheet becomes white (default Calc setup).

### **Multiple contiguous sheets**

To select multiple contiguous sheets:

- 1) Click on the sheet tab for the first desired sheet.
- 2) Move the mouse pointer over the sheet tab for the last desired sheet.
- 3) Hold down the *Shift* key and click on the sheet tab.
- 4) All tabs between these two selections will turn white (default Calc setup). Any actions that we perform will now affect all highlighted sheets.

## **Multiple non-contiguous sheets:**

To select multiple non-contiguous sheets:

- 1) Click on the sheet tab for the first desired sheet.
- 2) Move the mouse pointer over the sheet tab for the second desired sheet.
- 3) Hold down the *Ctrl* key and click on the sheet tab.
- 4) Repeat as necessary.
- 5) The selected tabs will turn white (default Calc setup). Any actions that you perform will now affect all highlighted sheets.

## **All sheets:**

Right-click a sheet tab and choose **Select All Sheets** from the context menu.

## **Hiding and showing sheets:**

Sometimes we may want to hide the contents of a sheet to preserve data from accidental editing or because its contents are not important to display. To hide a sheet or many sheets, select the sheet or sheets as above, right-click to open the context menu, and select **Hide Sheet**.

To show hidden sheets, right-click any sheet tab and select **Show Sheet** on the context menu. A dialog will appear with all hidden sheets listed. Click on the desired sheet and then click **OK**.

## **Assignments:**

- A. How can we select a range of cells in a spreadsheet?
- B. How can we select multiple columns and rows in a spreadsheet?
- C. How can we select multiple sheets in a spreadsheet?