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 \textit{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 \textit{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 \textit{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.
**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.

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**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?