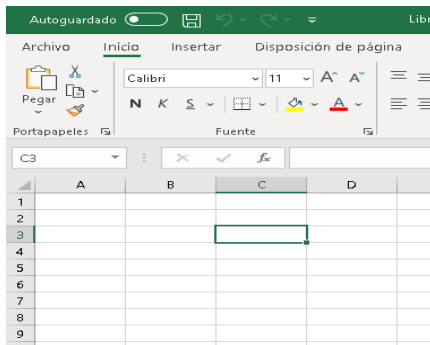
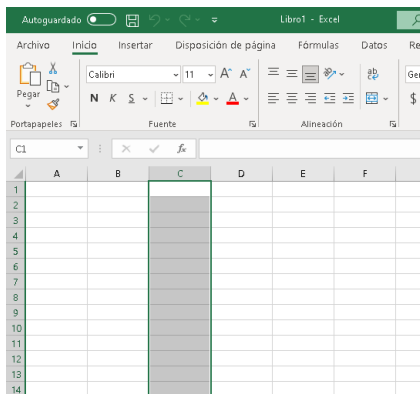


Cell, Rown, Column

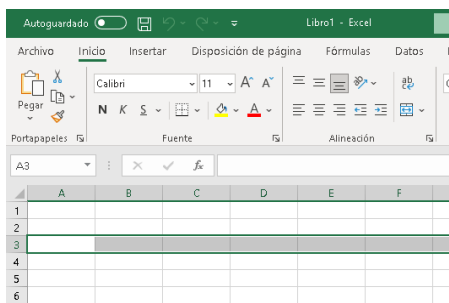
1. To select cell C3, click on the box at the intersection of column C and row 3.



2. To select column C, click on the column C header.

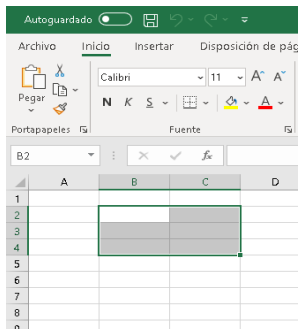


3. To select row 3, click on the row 3 header.

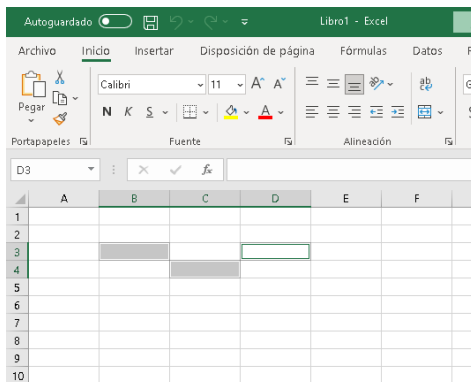


Range examples

1. To select the range B2:C4, click on cell B2 and drag it to cell C4.

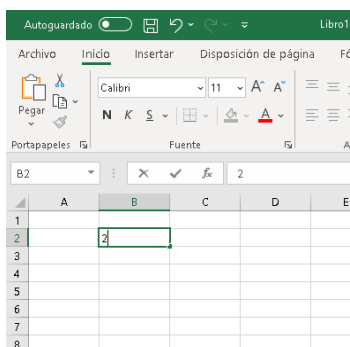


2. To select a range of individual cells, hold down CTRL and click on each cell that you want to include in the range.

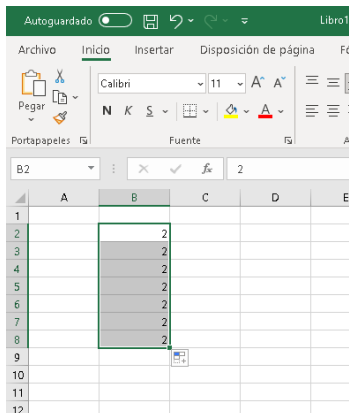


Fill a Range

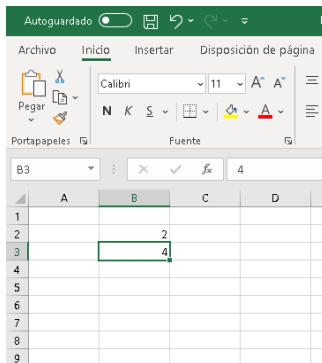
1a. Enter the value 2 into cell B2.



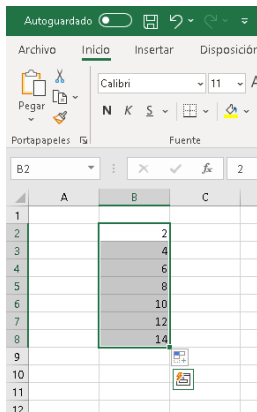
1b. Select cell B2, click on the lower right corner of cell B2 and drag it down to cell B8.



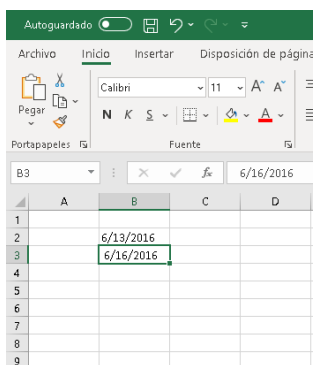
2a. Enter the value 2 into cell B2 and the value 4 into cell B3.



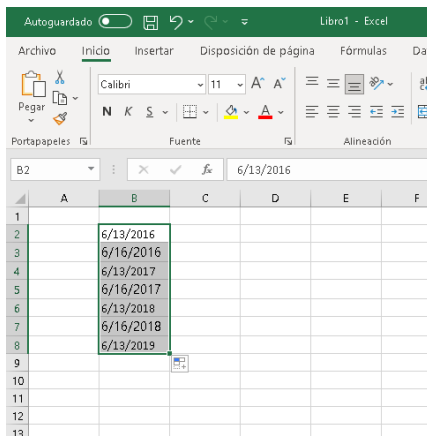
2b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down.



3a. Enter the [date](#) 6/13/2016 into cell B2 and the date 6/16/2016 into cell B3.

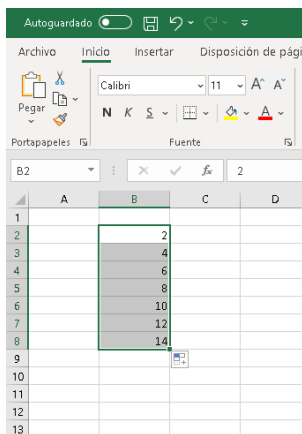


3b. Select cell B2 and cell B3, click on the lower right corner of this range and drag it down.

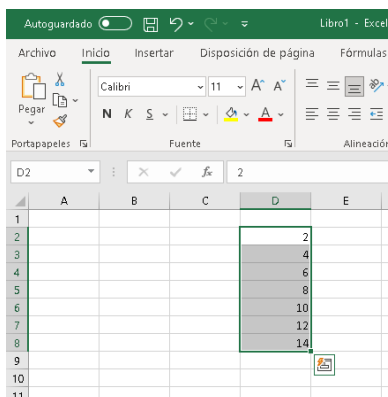


Move a Range

1. Select a range and click on the border of the range.

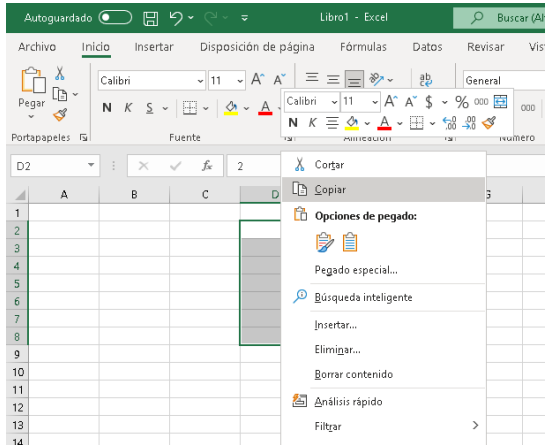


2. Drag the range to its new location.

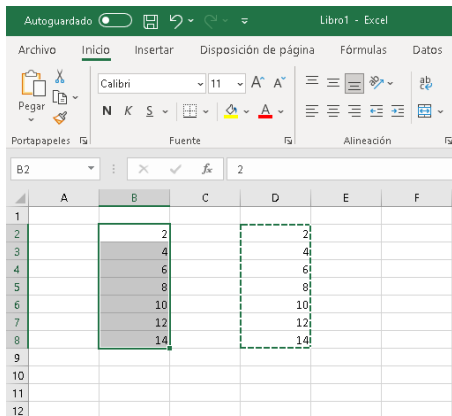


Copy/Paste a Range

1. Select the range, right click, and then click Copy (or press CTRL + c).

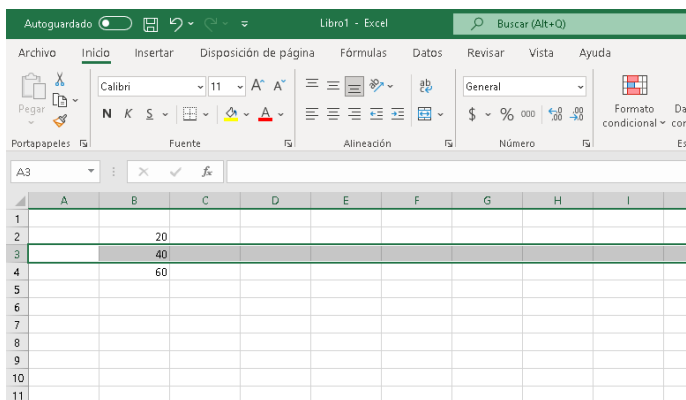


2. Select the cell where you want the first cell of the range to appear, right click, and then click



Insert Row, Column

1. Select row 3.



2. Right click, and then click Insert.

