

Range in Excel

A range in Excel is a collection of two or more cells. This chapter gives an overview of some very important range operations.

◆ Cell, Row, Column

Let's start by selecting a cell, row and column.

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

	A	B	C	D	E
1					
2					
3			+		
4					
5					

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

	A	B	C	D	E
1					
2					
3			↓		
4					
5					

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

	A	B	C	D	E
1					
2					
3					
4					
5					

◆ Range Examples

A range is a collection of two or more cells.

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

	A	B	C	D	E
1					
2					
3					
4					
5					

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

	A	B	C	D	E
1					
2					
3					
4					
5					

◆ Fill a Range

To fill a range, execute the following steps.

- 1a. Enter the value 2 into cell B2.

	A	B	C	D	E
1					
2					
3					
4					
5					

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

	A	B	C	D	E
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Result:

	A	B	C	D	E
1					
2					
3					

4		2		
5		2		
6		2		
7		2		
8		2		
9				
10				

This dragging technique is very important and you will use it very often in Excel. Here's another example.

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

	A	B	C	D	E
1					
2		2			
3		4			
4					
5					

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

	A	B	C	D	E
1					
2		2			
3		4			
4		6			
5		8			
6		10			
7		12			
8		14			
9					
10					

Excel automatically fills the range based on the pattern of the first two values. Pretty cool, huh? Here's another example.

3a. Enter the date 6/13/2030 into cell B2 and the date 6/16/2030 into cell B3.

	A	B	C	D	E
1					
2		6/13/2030			
3		6/16/2030			
4					
5					

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

	A	B	C	D	E
1					
2		6/13/2030			
3		6/16/2030			
4		6/19/2030			

5		6/22/2030		
6		6/25/2030		
7		6/28/2030		
8		7/1/2030		
9				
10				

Note: visit our page about [AutoFill](#) for many more examples.

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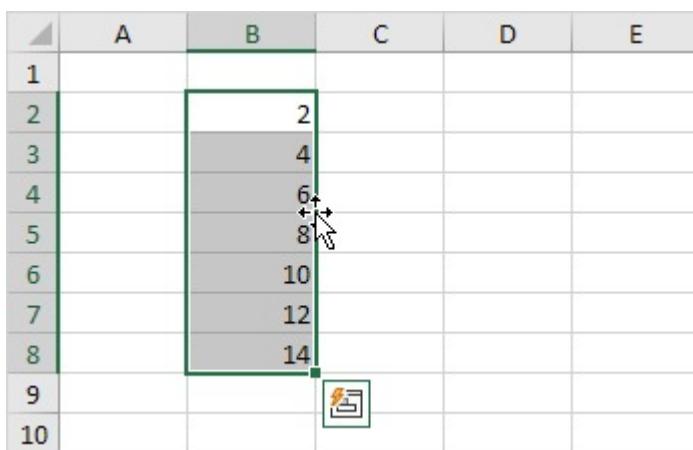
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◆ Move a Range

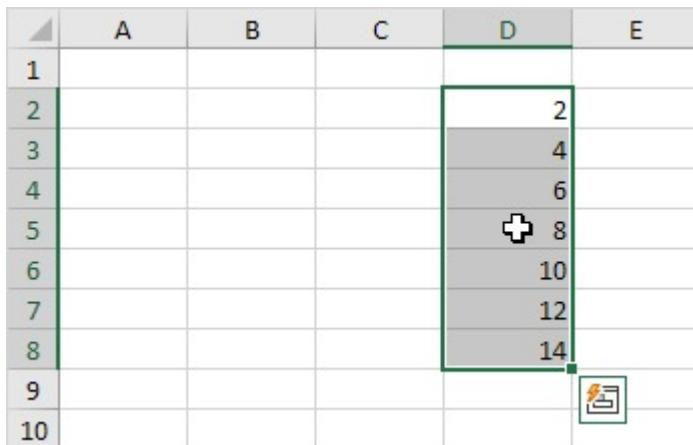
To move a range, execute the following steps.

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



	A	B	C	D	E
1					
2		2			
3		4			
4		6			
5		8			
6		10			
7		12			
8		14			
9					
10					

2. Drag the range to its new location.



	A	B	C	D	E
1					
2				2	
3				4	
4				6	
5				8	
6				10	
7				12	
8				14	
9					
10					

◆ Copy/Paste a Range

To copy and paste a range, execute the following steps.

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 Paste under 'Paste Options:' (or press CTRL + v).

◆ Insert Row, Column

To insert a row between the values 20 and 40 below, execute the following steps.

1. Select row 3.

2. Right click, and then click Insert.

Result:

The rows below the new row are shifted down. In a similar way, you can insert a column.

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