

Operations with blocks in Excel

The following article shows you how to manipulate blocks in Excel. Frequently used operations in spreadsheets when working with blocks: 1. Select blocks of contiguous cells. Place the mouse cursor in the first cell position of the block - hold the left mouse button dragging

The following article provides detailed instructions for you to manipulate blocks in Excel.

Frequently used operations in spreadsheets when working with blocks:

1. Select blocks of contiguous cells.

Place the mouse cursor in the first cell position of the block -> hold the left mouse button drag to the data area of the block -> the selected block is highlighted:

Danh sách nhân viên bán hàng			
<i>Excel.net.vn</i>			
Tên NV	Đơn giá	Số lượng	Doanh thu
Phan Hằng	124000	245	30380000
Mạnh Cường	145000	267	38715000
Oanh Thu	166000	125	20750000
Phan Hằng	187000	126	23562000
Thu Lan	208000	268	5744000

2. Select blocks of discrete cells.

- To select a block of discrete cells, do the following: Place the mouse cursor in the first cell of the block -> hold down **Ctrl** -> move to the other cell you want to be in the block, with many similar operations until The entire data range of the block -> is finally the result (the highlighted cells are the cells in the selected block):

Danh sách nhân viên bán hàng				
Excel.net.vn				
Tên NV	Đơn giá	Số lượng	Doanh thu	
Phan Hằng	124000	245	30380000	
Mạnh Cường	145000	267	38715000	
Oanh Thu	166000	125	20750000	
Phan Hằng	187000	126	23562000	
Thu Lan	208000	268	55744000	

Sheet1 DS_Nhân viên ... AVERAGE: 19862781.25 COUNT: 5 SUM: 79451125

3. Select 1 or more columns.

- To select an entire column -> move the mouse over the column header until the cursor changes to a down arrow, hold the left mouse button drag to the next column to create a block -> results:

Book12 - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW

Paste Font Alignment Number Conditional Formatting Format as Table Cell Styles

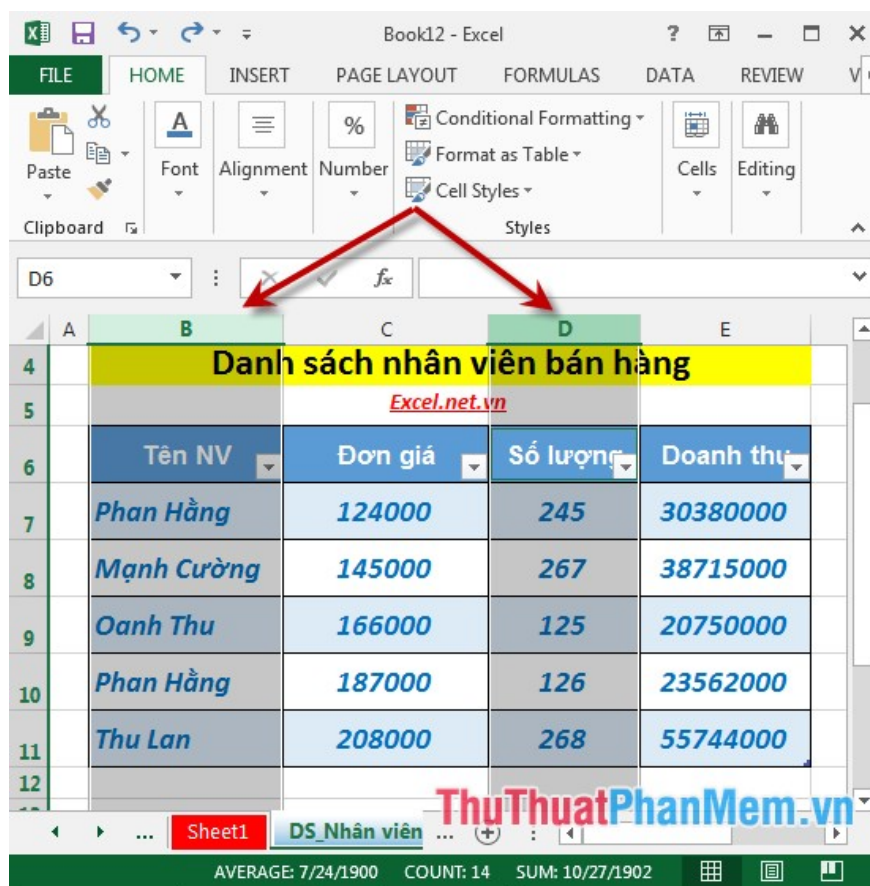
B6 X ✓ fx Danh sách nhân viên bán hàng

Danh sách nhân viên bán hàng				
Excel.net.vn				
Tên NV	Đơn giá	Số lượng	Doanh thu	
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Thu Lan	208000	268	55744000	

Sheet1 DS_Nhân viên ...

- To select individual columns do the following: Click to select the first column (by moving the column header when the cursor appears arrow down) -> hold down **Ctrl** -> move to the title of the required column Add to the

block until the arrow appears downward and the column is highlighted, if there are multiple columns doing the same operation, the result:



4. Select 1 or more rows.

- Similar to selecting columns, if you select multiple adjacent rows you just need to move the order of the first row in the left mouse-holding block and move to the order of adjacent rows -> results:

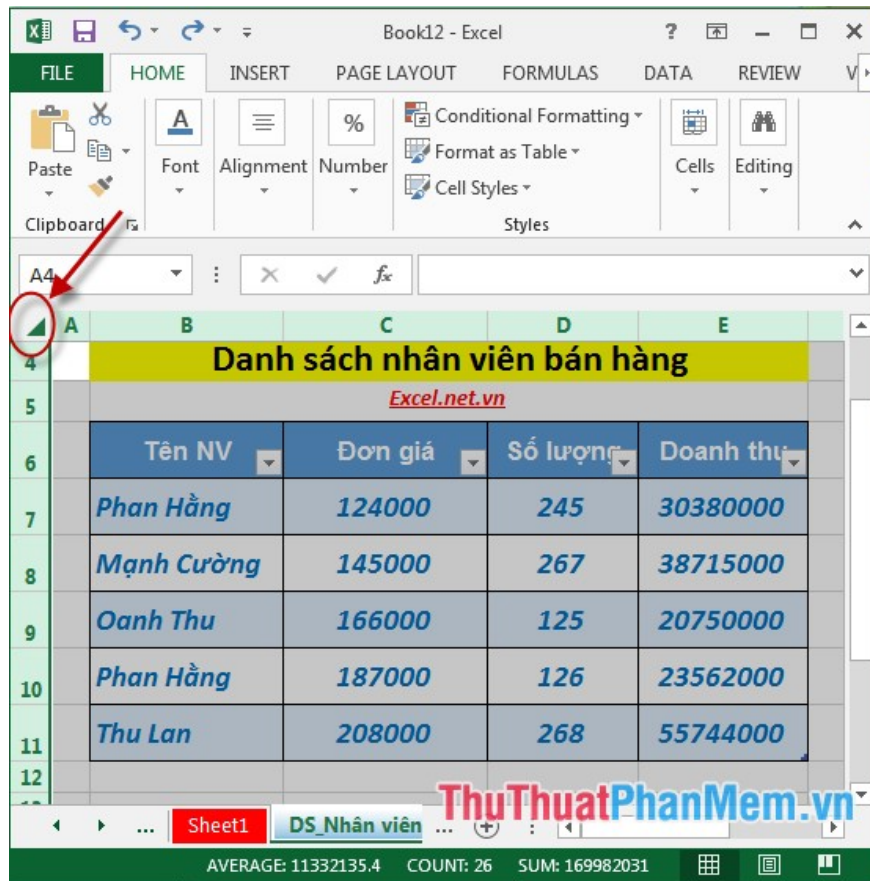
Danh sách nhân viên bán hàng				
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Tên NV	Đơn giá	Số lượng	Doanh thu	
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- Select a block of non-adjacent rows: Click the first row number in the block -> hold down **Ctrl** -> move to the rows you want to create the block and select the same as the first row selection -> result:

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5. Select the entire workbook.

- Click the intersection of rows and columns -> the whole worksheet is highlighted:



Above is a detailed guide for manipulating blocks in Excel 2013.

Good luck!

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