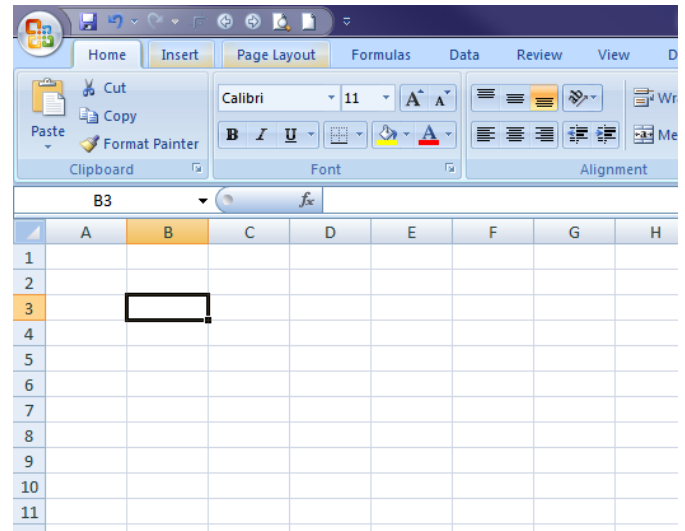


Cell Basics

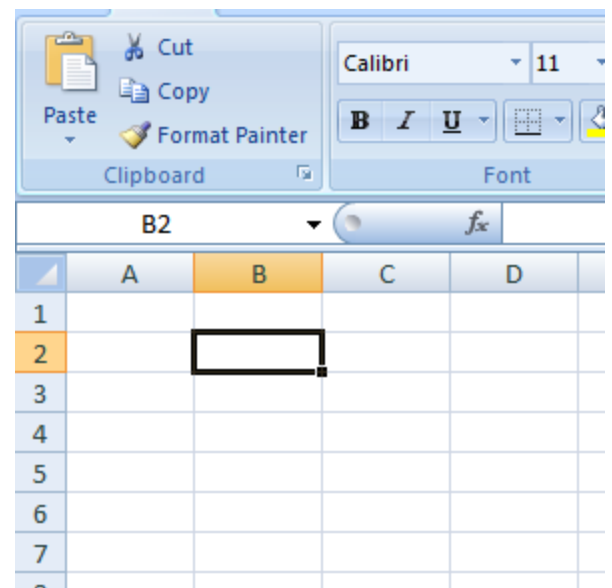
Cells are the major element of Excel. This lesson provides an overview of the cell.

The Cell

- Each rectangle it's own cell.
- It has it's own formatting, content, formulas or functions, and comments.



When a cell is selected a black box with a square in the bottom right corner will surround it. In this picture cell B2 is selected

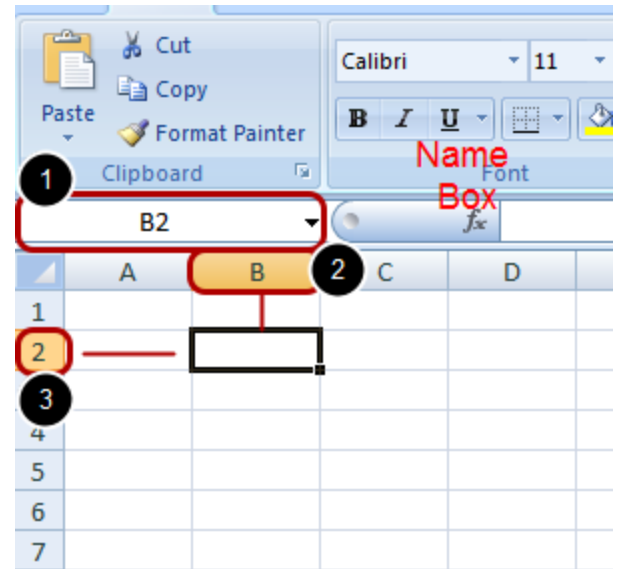


Cell Address

Every cell has its own address.

A cell is the intersection of a Row and a Column.

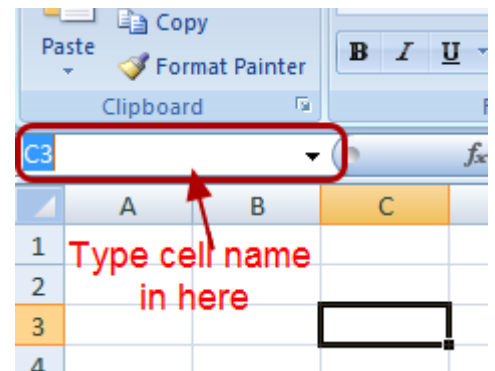
This cell's address is 'B2'. B is the column and 2 is the row.



Tip

You can always type the cell's address in the 'Name Box.'

This will take a bit longer but may help if you get confused.



Select Multiple Cells

You can select multiple cells by clicking and dragging with your mouse.

To Click and Drag, click on the starting cell with your left mouse button, then drag the mouse until you reach the last cell you need and let go of the left mouse button.

This will come in handy when you want to format a lot of cells, or if you want more than one cell in a formula or function. It's best to always select from top to bottom and left to right.

