

Question: Is there an easy way to select all blank cells in a range of information?

Answer: Yes, using the **Go To** option

Process (Excel 2003 and 2007):

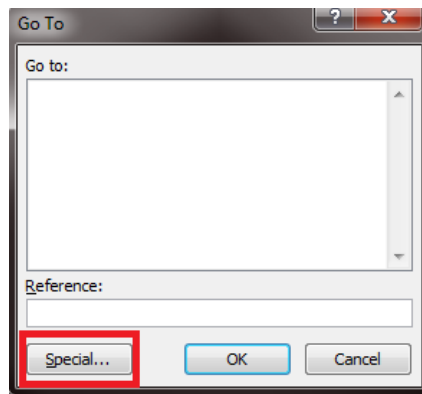
In this example, we have a table of information, but some of the cells are empty. While we can use the **CTRL + Mouse Click** to select each of the cells, this might take time if there are a number of them, and the range we're looking through is large. The graphic below shows the range used, with the blank cells highlighted in light blue.

	A	B	C	D	E	F	G	H
1	Branch	Sales Person	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales
2	East Coast	Anderson. P	Confections	Maxilaku	2006/01/01	30	16	480
3	East Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2006/01/01	70	30	2128
4	East Coast	Peters. K	Grains/Cereals	Tunnbröd	2006/01/02	60	7	432
5	East Coast	Bonders. P	Confections	Pavlova	2006/01/03	21	14	292
6	East Coast		Grains/Cereals	Singaporean Hokkien Fried Mee	2006/01/03	40	11	448
7	East Coast	Lavin. T	Seafood	Boston Crab Meat	2006/01/07	2	15	29
8	East Coast	Perks. M	Seafood	Inlagd Sill	2006/01/07	5	15	
9	East Coast	Anderson. P	Beverages	Chai	2006/01/07	10	14	144
10	East Coast	Johnson. A	Dairy Products	Gudbrandsdalsost	2006/01/07	15	29	432
11	East Coast	Peters. K	Dairy Products		2006/01/07	30	17	
12		Bonders. P	Beverages	Chai	2006/01/14	24	14	346
13	East Coast	Newson. L	Confections	Teatime Chocolate Biscuits	2006/01/16	20	7	146
14	East Coast	Lavin. T	Condiments	Original Frankfurter grüne Soße	2006/01/16	35	10	364
15	East Coast	Perks. M	Beverages	Côte de Blaye	2006/01/16	50	211	10540
16	East Coast	Anderson. P		Teatime Chocolate Biscuits	2006/01/21	4	7	29
17	East Coast	Johnson. A	Seafood	Röd Kaviar	2006/01/21		12	240
18	East Coast	Peters. K	Confections	Gumbär Gummibärchen	2006/01/22	2	25	50
19	East Coast	Bonders. P	Dairy Products	Gorgonzola Telino	2006/01/23	14	10	140
20		Newson. L	Meat/Poultry		2006/01/24	10	19	192
21	East Coast		Grains/Cereals	Gnocchi di nonna Alice	2006/01/30	30	30	912
22	East Coast	Perks. M	Meat/Poultry	Tourtière	2006/01/31	40	6	236
23	East Coast	Anderson. P	Grains/Cereals	Gustafs Knäckebröd	2006/02/04	12	17	202
24								

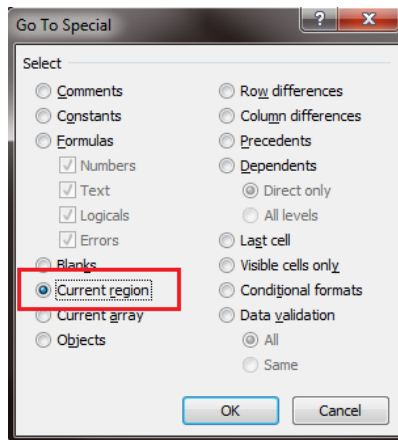
1. Select any cell in the range of data
2. Press the **F5** key. This will bring up the **Go To** window

	A	B	C	D	E	F	G	H
	Branch	Sales Person	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales
1	East Coast	Anderson. P	Confections	Maxilaku	2006/01/01	30	16	480
2	East Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2006/01/01	70	30	2128
3	East Coast	Peters. K	Grains/Cereals	Gnocchi di nonna Alice	2006/01/02	60	7	432
4	East Coast	Bonders. P	Conf	Go To	2006/01/03	21	14	292
5	East Coast	Bonders. P	Conf	Go To	2006/01/03	40	11	448
6	East Coast	Lavin. T	Seafo	Go To	2006/01/07	2	15	29
7	East Coast	Perks. M	Seafo	Go To	2006/01/07	5	15	
8	East Coast	Anderson. P	Bever	Go To	2006/01/07	10	14	144
9	East Coast	Johnson. A	Dairy	Go To	2006/01/07	15	29	432
10	East Coast	Peters. K	Dairy	Go To	2006/01/07	30	17	
11	East Coast	Bonders. P	Bever	Go To	2006/01/14	24	14	346
12	East Coast	Newson. L	Conf	Go To	2006/01/16	20	7	146
13	East Coast	Lavin. T	Conc	Go To	2006/01/16	35	10	364
14	East Coast	Perks. M	Bever	Go To	2006/01/16	50	211	10540
15	East Coast	Anderson. P	Bever	Go To	2006/01/21	4	7	29
16	East Coast	Johnson. A	Seafo	Go To	2006/01/21		12	240
17	East Coast	Peters. K	Conf	Go To	2006/01/22	2	25	50
18	East Coast	Bonders. P	Dairy	Go To	2006/01/23	14	10	140
19	East Coast	Newson. L	Meat/Poultry	Go To	2006/01/24	10	19	192
20	East Coast		Grains/Cereals	Gnocchi di nonna Alice	2006/01/30	30	30	912
21	East Coast	Perks. M	Meat/Poultry	Tourtière	2006/01/31	40	6	236
22	East Coast	Anderson. P	Grains/Cereals	Gustaf's Knäckebröd	2006/02/04	12	17	202
23								

3. Click on the **Special...** button in the bottom left hand corner



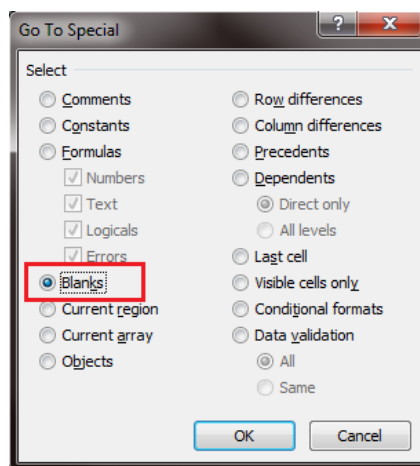
4. In the **Select** window that appears, click on the **Current region** radio button, then click OK



The entire region of data is now selected.

	A	B	C	D	E	F	G	H
1	Branch	Sales Person	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales
2	East Coast	Anderson. P	Confections	Maxilaku	2006/01/01	30	16	480
3	East Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2006/01/01	70	30	2128
4	East Coast	Peters. K	Grains/Cereals	Tunnbröd	2006/01/02	60	7	432
5	East Coast	Bonders. P	Confections	Pavlova	2006/01/03	21	14	292
6	East Coast		Grains/Cereals	Singaporean Hokkien Fried Mee	2006/01/03	40	11	448
7	East Coast	Lavin. T	Seafood	Boston Crab Meat	2006/01/07	2	15	29
8	East Coast	Perks. M	Seafood	Inlagd Sill	2006/01/07	5	15	
9	East Coast	Anderson. P	Beverages	Chai	2006/01/07	10	14	144
10	East Coast	Johnson. A	Dairy Products	Gudbrandsdalsost	2006/01/07	15	29	432
11	East Coast	Peters. K	Dairy Products		2006/01/07	30	17	
12		Bonders. P	Beverages	Chai	2006/01/14	24	14	346
13	East Coast	Newson. L	Confections	Teatime Chocolate Biscuits	2006/01/16	20	7	146
14	East Coast	Lavin. T	Condiments	Original Frankfurter grüne Soße	2006/01/16	35	10	364
15	East Coast	Perks. M	Beverages	Côte de Blaye	2006/01/16	50	211	10540
16	East Coast	Anderson. P		Teatime Chocolate Biscuits	2006/01/21	4	7	29
17	East Coast	Johnson. A	Seafood	Röd Kaviar	2006/01/21		12	240
18	East Coast	Peters. K	Confections	Gumbär Gummibärchen	2006/01/22	2	25	50
19	East Coast	Bonders. P	Dairy Products	Gorgonzola Telino	2006/01/23	14	10	140
20		Newson. L	Meat/Poultry		2006/01/24	10	19	192
21	East Coast		Grains/Cereals	Gnocchi di nonna Alice	2006/01/30	30	30	912
22	East Coast	Perks. M	Meat/Poultry	Tourtière	2006/01/31	40	6	236
23	East Coast	Anderson. P	Grains/Cereals	Gustafs Knäckebröd	2006/02/04	12	17	202
24								

5. Press the **F5** key to bring up the **Go To** window
6. Click on the **Special...** button in the bottom left hand corner
7. Select the **Blanks** radio button, then click **OK**



All blank cells in the range are now selected.



Software • Training • Support

	A	B	C	D	E	F	G	H
	Branch	Sales Person	Category Name	Product Name	Date	Quantity	Unit Price	Product Sales
1	East Coast	Anderson. P	Confections	Maxilaku	2006/01/01	30	16	480
2	East Coast	Johnson. A	Grains/Cereals	Gnocchi di nonna Alice	2006/01/01	70	30	2128
3	East Coast	Peters. K	Grains/Cereals	Tunnbröd	2006/01/02	60	7	432
4	East Coast	Bonders. P	Confections	Pavlova	2006/01/03	21	14	292
5	East Coast		Grains/Cereals	Singaporean Hokkien Fried Mee	2006/01/03	40	11	448
6	East Coast	Lavin. T	Seafood	Boston Crab Meat	2006/01/07	2	15	29
7	East Coast	Perks. M	Seafood	Inlagd Sill	2006/01/07	5	15	
8	East Coast	Anderson. P	Beverages	Chai	2006/01/07	10	14	144
9	East Coast	Johnson. A	Dairy Products	Gudbrandsdalsost	2006/01/07	15	29	432
10	East Coast	Peters. K	Dairy Products		2006/01/07	30	17	
11	East Coast	Bonders. P	Beverages	Chai	2006/01/14	24	14	346
12	East Coast	Newson. L	Confections	Teatime Chocolate Biscuits	2006/01/16	20	7	146
13	East Coast	Lavin. T	Condiments	Original Frankfurter grüne Soße	2006/01/16	35	10	364
14	East Coast	Perks. M	Beverages	Côte de Blaye	2006/01/16	50	211	10540
15	East Coast	Anderson. P		Teatime Chocolate Biscuits	2006/01/21	4	7	29
16	East Coast	Johnson. A	Seafood	Röd Kaviar	2006/01/21		12	240
17	East Coast	Peters. K	Confections	Gumbär Gummibärchen	2006/01/22	2	25	50
18	East Coast	Bonders. P	Dairy Products	Gorgonzola Telino	2006/01/23	14	10	140
19	East Coast	Newson. L	Meat/Poultry		2006/01/24	10	19	192
20	East Coast		Grains/Cereals	Gnocchi di nonna Alice	2006/01/30	30	30	912
21	East Coast	Perks. M	Meat/Poultry	Tourtière	2006/01/31	40	6	236
22	East Coast	Anderson. P	Grains/Cereals	Gustafs Knäckebröd	2006/02/04	12	17	202
23								

If you have any suggestions for an Excel Tips & Tricks topic, or you would like help with a particular function, please email enablement@alchemex.com and yours could be the next Tip Of The Week.

Alchemex provides examples of MS Excel procedures for illustration only, without warranty either expressed or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose. The MS Excel procedures on this web site are provided "as is" cannot be guaranteed that they can be used in all situations