

Question: Is there a quick way to select an entire table in a spreadsheet?

Answer: Yes, using keyboard shortcuts

Process (Excel 2003 and 2007):

When you want to apply settings to a range of information, or even selecting the range as a source for a chart or pivot table, people generally highlight the entire table of information with their mouse.

	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	Newson. L	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	76
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	Queso Cabrales	2006/01/07	30	17	504
12	East Coast	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	Confections	Teatime Chocolate Biscuits	2006/01/21	4	7	29
17	East Coast	Johnson. A	Seafood	Röd Kaviar	2006/01/21	20	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	East Coast	Newson. L	Meat/Poultry	Pâté chinois	2006/01/24	10	19	192
21	East Coast	Lavin. T	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

In the graphic above, people would typically select cell A1, then while holding their left mouse button, drag down to cell H22. This tip will cover two very quick methods that will save you time when selecting large amounts of data

Method 1:

1. Select any cell in the range of data to be used
2. Press **CTRL + ***. NB: if you do not have a keypad on the right hand side of your keyboard, you will need to press **CTRL + SHIFT + 8** as the * on the number 8 key can only be accessed by using the **SHIFT** key.

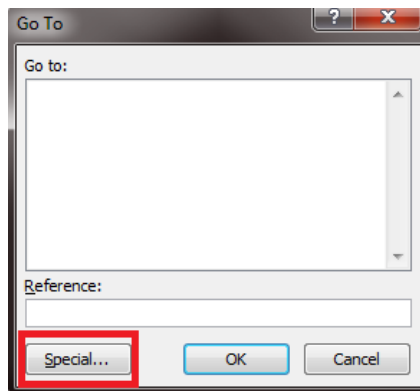
This will select all of the data in the table, finishing its selection when it reaches the first empty row and first empty column.

Method 2:

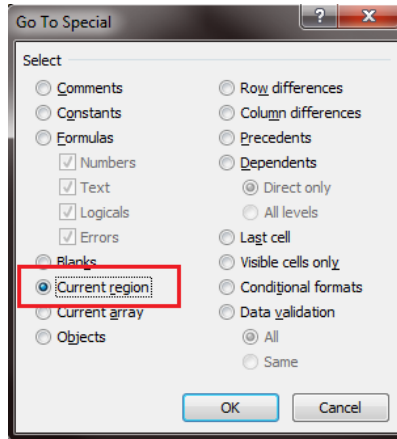
1. Select any cell in the range of data to be used
2. Press the **F5** key. This will bring up the **Go To** window

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5	East Coast	Bonders. P	Conf		2006/01/03	21	14	292
6	East Coast	Newson. L	Grain		2006/01/03	40	11	448
7	East Coast	Lavin. T	Seaf		2006/01/07	2	15	29
8	East Coast	Perks. M	Seaf		2006/01/07	5	15	76
9	East Coast	Anderson. P	Beve		2006/01/07	10	14	144
10	East Coast	Johnson. A	Dairy		2006/01/07	15	29	432
11	East Coast	Peters. K	Dairy		2006/01/07	30	17	504
12	East Coast	Bonders. P	Beve		2006/01/14	24	14	346
13	East Coast	Newson. L	Conf		2006/01/16	20	7	146
14	East Coast	Lavin. T	Conc		2006/01/16	35	10	364
15	East Coast	Perks. M	Beve		2006/01/16	50	211	10540
16	East Coast	Anderson. P	Conf		2006/01/21	4	7	29
17	East Coast	Johnson. A	Seaf		2006/01/21	20	12	240
18	East Coast	Peters. K	Conf		2006/01/22	2	25	50
19	East Coast	Bonders. P	Dairy		2006/01/23	14	10	140
20	East Coast	Newson. L	Meat/Poultry	Meat/Cheese	2006/01/24	10	19	192
21	East Coast	Lavin. T	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	Gustaf's Knäckebröd	2006/02/04	12	17	202

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



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



The entire region of data is now selected.

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24								

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.

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