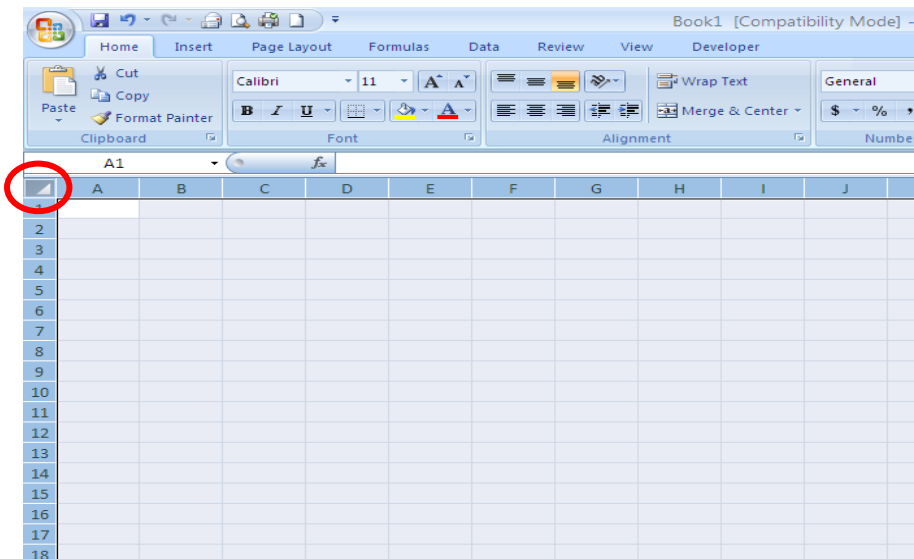


## Select All in Excel

Instead of highlighting various parts of your spreadsheet and performing similar tasks on each eg. formatting etc., you have the option of 'Selecting All' in Excel which will select every single cell, row & column in the spreadsheet. By doing this, you only need to perform the task once

- **Excel 2000 - 2003** – contains 65,536 rows and 256 columns
- **Excel 2007** - contains 1 Million rows and 16,000 columns



Selecting the entire spreadsheet can be performed in two different ways. Both of the following methods will select your entire spreadsheet:

### Instructions:

1. **Shortcut Key method:**  
Hold down the **CTRL** key on your keyboard and then tap the **'A'** key on your keyboard or...
2. **Mouse method:**  
Click your mouse onto the left upper corner header cell (very left corner of your spreadsheet as indicated above)