Name: _____ Date: _____ Grade: _____

RANGES

Fill is the blanks to make the statement correct.

Selected Cells in blue

1. A range is a _____ cells that form a square or a rectangle and can be treated as a _____. In a range the first cell is name followed by a colon the last cell in the range. For example _____. This range will highlight all the cells with the A1 - 3, B1-3., C1-3 and D1-3.

2. To select a cell- Click in the _____ of the range. Then click and drag to _____. Please note the first cell will be a different color from the rest of the range.

3. Resizing a column (2 ways)
   a. Go to _____ and wait for cursor to change. Then _____ to desired size.
   b. Click in column. Click on home tab, format button, _____ and type in desired amount.

4. Insert/delete a Row (2 ways)
   a. Go to _____ right click, click on insert/delete button.
   b. Click in row, Click on Home tab, format button, click on _____ button.

5. Insert/delete a column (2 ways)
   a. Go to _____, right click. Click on insert/delete button.
   b. Click in column, _____. Click on insert/delete button.