

**Course
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Test Series**

Rows, Columns and Cells in MS Excel

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Microsoft Excel

Module 2 - Rows, Columns and Cells in MS Excel

Rows, Columns and Cells in MS Excel

A "row" is a horizontal line of cells running across the spreadsheet, identified by a number, while a "column" is a vertical line of cells running down the spreadsheet, identified by a letter; a "cell" is the intersection point where a specific row and column meet, essentially a single box within the spreadsheet where you enter data, and is referenced by its column letter and row number combined (e.g., cell "A1" is the first cell in the first column and first row).

Rows: There are **1,048,576 rows** (which mean you can go from row 1 to row 1,048,576).

Columns: There are **16,384 columns** (which mean you can go from column A to column XFD).

Rows:

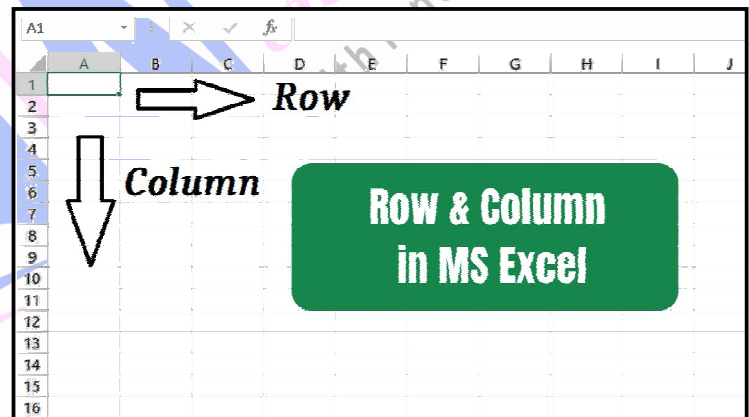
- Horizontal lines across the spreadsheet.
- Identified by numbers (e.g., Row 1, Row 2).
- Each row contains multiple cells.

Columns:

- Vertical lines down the spreadsheet.
- Identified by letters (e.g., Column A, Column B).
- Each column contains multiple cells.

Cells:

- The individual box within a spreadsheet where data is entered.
- Located at the intersection of a row and a column.
- Identified by its column letter and row number combined (e.g., cell "B3" is in column B, row 3).



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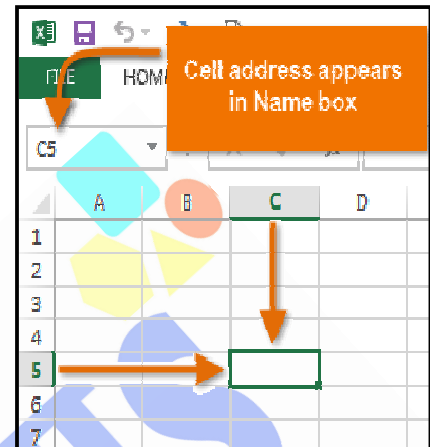
Example:

Imagine a spreadsheet with data about students' names and grades.

- Row 1: Might contain headers like "Name" and "Grade".
- Column A: Would list all the student names.
- Cell A2: Would be the space where you enter the name of the first student in the list.

Cell Address

The intersection between a column and a row is the cell address, the area where we will insert the text, the numbers, a date or any data we need to work within that Excel workbook. Excel cells are named according to their intersection, citing the Column first, then the row. For example, if we have a cell in column P and row 15, its cell address will be P15.



To "name a cell address" in a spreadsheet program like Excel, you essentially assign a descriptive text label to a specific cell or range of cells, allowing you to reference that area in formulas using the name instead of its standard cell coordinates (like "A1" or "B2") - you can do this by selecting the cell, going to the "Name Box" (usually located near the formula bar), and typing in the desired name, then pressing Enter; this is called "defining a named range."

To name cell B5 "Revenue":
Click on cell B5.
Type "Revenue" in the Name Box.
Press Enter.

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Difference Between Rows and Columns

Aspect	Rows	Columns
Orientation	Horizontal (left to right)	Vertical (top to bottom)
Labels	Identified by numbers (e.g., 1, 2, 3, etc.)	Identified by letters (e.g., A, B, C, etc.)
Range	1 to 1,048,576	A to XFD (16,384 columns)
Example	A row stores details of one customer	A column stores names of all customers

Arrow Keys in MS Excel:

1. Up Arrow Key: Moves the active cell one row up.
2. Down Arrow Key: Moves the active cell one row down.
3. Left Arrow Key: Moves the active cell one column to the left.
4. Right Arrow Key: Moves the active cell one column to the right.

Additional Modifiers with Arrow Keys:

1. **Ctrl + Up Arrow:** Moves to the first row with data in the current column.
2. **Ctrl + Down Arrow:** Moves to the last row with data in the current column.
3. **Ctrl + Left Arrow:** Moves to the first column with data in the current row.
4. **Ctrl + Right Arrow:** Moves to the last column with data in the current row.
5. **Enter Key:** Moves the cursor to the next cell down.
6. **Shift + Enter:** Moves the cursor to the previous cell (up) instead of down.
7. **Ctrl + Enter:** When multiple cells are selected, pressing Ctrl + Enter will enter the same value into all selected cells. If a single cell is selected, it behaves like the regular Enter key.
8. **Alt + Enter:** Adds a line break within a cell, allowing you to type on multiple lines within the same cell. This is useful for formatting text within a cell.

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