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WebExcel organizes a data sheet by numbering the rows and lettering the columns. To select an entire row: Select the number of the row To select an entire column: Select the letter of the column. Selecting Multiple Rows and Columns To select multiple rows or columns 1. Select the entire first row 2. Hold the Shift Key 3.

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WebExcel’s traditional formulas do not work on filtered data since the function will be performed on both the hidden and visible cells. To perform functions on filtered data one must use the subtotal function. The syntax is SUBTOTAL(function_num, range_reference1, range_reference2,...)The following functions may be performed with the subtotal.

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Web164 Exam 77-882 Microsoft Excel 2010 To complete a data entry Click the Enter button (the check mark) on the Formula Bar to complete the entry and stay in the same cell. Press Enter or the Down Arrow key to complete the entry and move to the next cell in the same column. Press the Tab key or the Right Arrow key to complete the entry and move to the

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