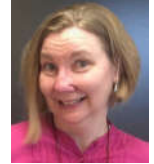


**From:** dopmannouncement  
**Sent:** Thursday, March 29, 2018 12:46 PM  
**To:** DOPM All Users <DOPMAllUsers@uabmc.edu>  
**Subject:** Computer Tip of the Week -- How to select a big chunk

## How to select a big chunk

Brought to you by  
**Lisa Schwaiger**  
- DOPM HelpDesk Triage and  
Computer Tech in MT-403



### SITUATION:

How can I easily select a big chunk (like thousands of rows) in Excel all at once?

### SOLUTION:

Select the first row you want by clicking on the number on the left.  
Then go to the last row you want. Hold down the [Shift] key and click on the number on the left.

#### Tips:

- To get to the last row you want fast, you can use the scroll bar on the right side.
- This works when selecting multiple big chunks in Word too.
- Once selected, you can then do whatever you need (such as format, delete, copy).

See more here: <https://support.office.com/en-us/article/select-cells-ranges-rows-or-columns-on-a-worksheet-23f64223-2b6b-453a-8688-248355f10fa9>

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu)

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>