### SELECT
Use your cursor to select the first cell, and press and hold while dragging over.

> With the row highlighted, use the keyboard shortcut to highlight down all the data:
> • Shift + Control + Down Arrow

### COPY
Select your desired area.

> Use the keyboard shortcut to copy the data:
> • Control + C

### PASTE
Select your destination cell.

> Use the keyboard shortcut to paste the data:
> • Control + V

### COPY FORMULA
Select the cell with the formula you want to copy.

> Place your cursor over the bottom right corner. It will look like a little black cross. Double click.

### FILTER
Select all column headers. Use the shortcut to convert them to filters:
• Shift + Control + L

> Click the gray box to filter your column.