

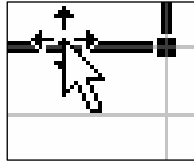
EXCEL CURSORS

There are four different types of cursors in Excel. Understanding these cursors will make using Excel a lot easier. The cursor is the way your mouse looks on the screen.

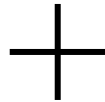
1. The most common cursor is the “select mode” cursor. This cursor looks like a thick cross. It is white with a thick black outline. When this cursor is showing, you are in a normal mode in Excel.



2. The next cursor is the “click and drag” cursor. This cursor looks like a white arrow with a black outline. If you click your mouse and drag somewhere while this cursor is showing, you will move whatever you have clicked on to the place where you let go of your mouse. This cursor can do the same thing as cutting and pasting, but much quicker.



3. The next cursor is the “auto fill” cursor. This cursor looks like a thin black cross. You can use this cursor to repeat things or fill in a series (such as dates) by simply clicking and dragging. You can only get this cursor if you place your cursor on the bottom right-hand corner of a cell.



4. The last cursor is the “resizing” cursor. This cursor looks like a thick black line with two arrows intersecting it. This cursor is used to change the size of your rows or columns. You will only get this cursor when your mouse is along the edges where the rows and columns are named. When you get this cursor, you can click and drag to the size you want. If you are resizing columns, and you get this cursor, you can simply double-click, and Excel will automatically resize your column to fit the text.

