
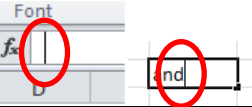









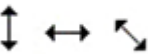


# Excel Mouse Pointer Shapes

The mouse pointer can take on many different shapes. You need to be aware of its shape prior to clicking, as the task will vary with the shape of your mouse. Here are *some* of the mouse shapes that you will see.

Shape	Name	Task
	Arrow	Selects ribbon items or sheet tabs
	I Beam, indicates insertion mode	Click into an area where you want to type, such as the formula bar or cell – appears as a vertical bar
	Selector	Appears when the mouse is anywhere over the worksheet grid; Click to select a cell; Click and drag to select a range of cells
<ol style="list-style-type: none"> <li></li> <li></li> </ol>	Fill handle	<ol style="list-style-type: none"> <li>Select a cell; hover the mouse pointer over the small square in the lower-right corner of the cell;</li> <li>The pointer becomes a “plus” sign.</li> </ol> Click and drag the mouse over selected cells to copy a formula. Will also fill a series of numbers, months, days, dates, etc.
	Select object	Moves cell contents, charts, shapes
	Format painter	Appears when a cell has been selected and the format painter activated – will paste the copied formatting to the new cell
	Column Select	Appears when the mouse is over a column header – the mouse cursor changes into a down-pointing arrow, and when clicked will select the column. Click and drag across the headings to select multiple columns. Hold Ctrl while clicking to select noncontiguous columns.
	Row select	Appears when the mouse is over a row header -- the mouse cursor changes into a right-pointing arrow, and when clicked will select the row. Click and drag across the row headings to select multiple rows. Hold Ctrl while clicking to select noncontiguous rows.
	Column width arrow	Appears when the mouse pointer hovers over the line that separates two columns in the column heading area – click and drag to make the column wider or narrower.
	Row height arrow	Appears when the mouse pointer hovers over the line that separates two rows in the row heading area – click and drag to make the row taller or shorter
	Sizing handles	Adjusts the size of objects such as charts and clip art