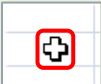
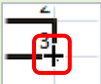
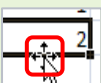

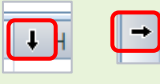
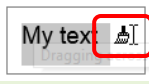


MS Excel – Importance of the mouse pointer

If you're new to Excel you may not know about the different mouse pointer shapes and what they do. Here's a quick guide to the mouse pointers shapes you will see in Excel, and what they are used for. Most of the pointer shapes apply for PCs and Macs, but any differences are noted below.

Mouse Pointers

What it looks like	What it does
 Fat Cross	Selects a cell (or a range of cells when you click and drag over the range). In Excel for Mac, the cross is slightly thinner than shown.
 Thin Cross	Autofill - fills cells with data, e.g. days of the week, months of the year, a series of numbers or dates, or copies cell contents. Hover the mouse pointer over the small square in the lower right corner of the cell then click and drag to fill or copy data.
 4-headed arrow	Moves a cell (or range of cells or objects) to another destination when you click and drag the edge of the cell. On a Mac, look for the shape of a hand on the edge of a cell, then drag. The hand changes to a small black arrow.
 Black double-headed Arrow	Resizes columns or rows. Double-clicking the mouse will automatically fit the column or row to the widest contents for the column or to the tallest contents for the row.
 Small black Arrow	Selects a whole column (vertical arrow) or row (horizontal arrow). You can select multiple columns or rows by clicking and dragging.
 Format Painter	Ensure you are on the format you want to copy. Click Home>Clipboard>Format Painter . This copies formatting from one item (e.g. a cell, shape, picture border, or format of font) and applies it to another. Click the Format Painter button once to format a single item, or double-click it to format multiple items.

Further information and help

Use MyIT to log calls with the IT Service Desk: <https://myit.abdn.ac.uk>