Excel Cursors

There are quite a few different types of cursors in Excel. Cursors are indicators of your mouse on the computer screen, and different types of cursors allow for different actions or commands to be executed.

The “Select Mode” cursor is the most common in Excel. Use it to SELECT cells by clicking and dragging, OR click on the row/column header to select the entire column or row.

The “Click and Drag” cursor allows you to cut and paste the contents from one cell into another by clicking and dragging. To find the cursor, move your mouse to the outside borders of an ACTIVE cell. Then, left click, hold, and drag with your mouse with this cursor to cut and paste a cell.

The “AutoFill” cursor does two things: it copies and pastes the contents of one cell to another cell, and it fills, or completes, a series (like dates, or days of the week). You can only use this cursor if you place your mouse on the bottom right-hand corner of an ACTIVE cell (this is called the FILL HANDLE). To AutoFill, click on the fill handle with the AutoFill cursor then drag.

The “Resizing” cursor is used to resize columns and rows. To reveal this cursor, move your mouse to the border lines separating a column or row, then click and drag to resize. You can also double-click to autoFit the row or cell to the exact length of the data inside of it.

The “I-beam” cursor appears when you are in an area where you can type text, or begin data entry. To reveal this cursor, double click on any cell. An INSERTION POINT INDICATOR will begin blinking inside of the cell, letting you know that you can begin data entry.