EXCEL MOUSE CURSOR ICONS

Icon	Cursor Context/Location	Description
	Placed on ribbon tabs or commands, **Backstage** tabs or commands, **Quick Access Toolbar** commands, scroll bars, sheet tabs and navigation commands, and view and zoom controls.	Select an element to perform the associated action.
	Placed at any edge of a cell or range of cells.	Drag a cell or range of cells to move the data inside to another cell or range.
	Placed over a cell in a worksheet.	Select an individual cell, or drag to select a range of cells.
	Placed between worksheet column headers.	Resize the column to the left of the cursor, or double-click to AutoFit the column to the left of the cursor.
	Placed between worksheet row headers.	Resize the row above the cursor, or double-click to AutoFit the column above the cursor.
	Placed inside an active cell, the **Formula Bar**, or various text boxes.	Select inside a text box or the **Formula Bar** to begin typing data into it. Or, double-click an active cell to do likewise.
	Placed at the bottom-right corner of a cell or range of cells.	Drag vertically or horizontally to copy or AutoFill data into adjacent cells.

EXCEL KEYBOARD NAVIGATION

Navigation Option	Keyboard Command
Move one cell up, down, left, or right from current cell.	Press the **Up**, **Down**, **Left**, or **Right** arrow key.
Move to the cell in column A of the current row.	Press the **Home** key.
Move to the first or last column or row of data.	Press and hold down the **Ctrl** key, and then press the **Up**, **Down**, **Left**, or **Right** arrow key.
Scroll up or down by one screen.	Press the **Page Up** or the **Page Down** key.
Scroll left or right by one screen.	Press **Alt+Page Up** or **Alt+Page Down**.
Move one cell to the right.	Press the **Tab** key. This will also enter data into the cell.
Move one cell to the left.	Press **Shift+Tab**.
Move one cell down.	• Press the **Enter** key. This will also enter data into the cell. • To enter data without navigating away, press **Ctrl+Enter**.
Move one cell up.	Press **Shift+Enter**.
Move to cell A1.	Press **Ctrl+Home**.
Navigate through the worksheets in a workbook.	Press **Ctrl+Page Up** or **Ctrl+Page Down**.

EXCEL KEYBOARD DATA SELECTION

Selection Option	Keyboard Command
Select the entire worksheet.	**Ctrl+A**
Select cells in a column one by one, starting with the active cell.	**Shift+Up Arrow** or **Shift+Down Arrow**
Select cells in a row one by one, starting with the active cell.	**Shift+Right Arrow** or **Shift+Left Arrow**
Select all contiguously populated cells in a column from the selected cell to the end of the range.	**Ctrl+Shift+Up Arrow** or **Ctrl+Shift+Down Arrow**
Select all contiguously populated cells in a row from the selected cell to the end of the range.	**Ctrl+Shift+Right Arrow** or **Ctrl+Shift+Left Arrow**