









The Mouse Keeps Changing Shape

	<i>Mouse shapes & Positions</i>	<i>Icon Used...</i>
	Big Plus sign: Position your mouse over the middle of a cell.	When you are selecting cells.
	Four Cross Arrow: Position your mouse on the border of a cell.	When you wish to move the contents of a cell (see page 25).
	Small Plus sign: Position your mouse over the bottom right hand corner of the active cell.	When you are using AutoFill (see page 32).
	I-bar: Click into the Formula bar, or double-click inside a cell.	When you are adding or deleting text from a cell.
	Cross-Arrow: Position your mouse between two column letters, or between two row numbers.	When you are re-sizing a row or column (see Page Error! Bookmark not defined.).
 	Magnifying glass: Position your mouse over the spreadsheet in print preview.	When you want to zoom in or out of the print preview (see Page Error! Bookmark not defined.).
	Double-arrow: Select a picture or drawn shape and position the mouse around the boxes.	When you are re-sizing a picture, chart or drawn shape (see Page Error! Bookmark not defined.).
	Egg-timer	The mouse will change to an egg timer when Excel is busy. If you wait for a moment, it will disappear.

Moving around Excel

As you have seen, there are no menus and toolbars now, but Tabs and Groups. You can access these using the keyboard.

Accessing the Tabs and Groups using the keyboard

1. Press ALT *Key Tips appear at the top of the Tabs*
2. Press a letter to navigate to the Tab
3. Press a letter to navigate to a Group

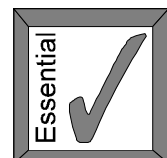
Using the Keyboard

You may be familiar with the following shortcuts as you could use in previous versions of Excel.

↑	Up one cell
↓	Down one cell
←	Left a cell
→	Right a cell
Ctrl →	Goes to the furthest right of the current spreadsheet
Ctrl ←	Goes to the furthest left of the current spreadsheet
Home	Go to column A
Ctrl+Home	Goes to cell A1
Ctrl+End	Moves to the bottom right cell of the area you have typed
Page up	Moves active cell up one screen
Page down	Moves active cell down one screen

What about the old keyboard shortcuts?

All the keyboard shortcuts that begin with Ctrl still all work, for example Ctrl+X still moves something to the clipboard.



Using the Mouse

1. Click the mouse into the middle of the cell you wish to move to *You cursor will look like a plus sign*

