**Excel Mouse helps**

* Right click sheet selectors to get a list of sheets to click on.
* Select several sheets by clicking and control clicking to change formatting etc.
* To select more than one word in a cell, double click and keep the mouse button down and drag to add more words to your selection.
* Drag down on the corner square to fill a sell
* Right click and drag down to fill must formatting
* Right click and drag to flash fill (only the blank cells) with the item you started on.
* Double click square to fill to the bottom of data
	+ Autofill items will fill with the months, days, etc. of the autofill list.
* To convert formulas to values, select cells. Right click and move mouse right and left. Choose convert to values.
* To move columns or rows, select columns. Hold shift left click and move to the new location. Let go. They are moved.
* To move cells to another place and insert them, block cells. Hold shift left click and move to new location. They are inserted into the new location.