

Proicere, Inc.

MS Excel: Data Fill

Lesson Notes

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Data Fill

Automatic fill of a list

Key in one item from desired list.

Take mouse over square in bottom right corner of selected cell.

Click and drag across desired cells.

B	C	D
Monday		
		Wednesday

B	C	D
Monday	Tuesday	Wednesday

If two numbers are keyed in and both blocked, clicking on the square in the bottom right corner of the block and dragging will repeat the pattern.

B	C	D	E	F
2	4			

B	C	D	E	F
2	4	6	8	10

Create a custom list

To custom create a list choose Tools, Options, Custom Lists.
Key in the desired list pressing enter after each entry.

