

Auto Fill in MS Excel (all versions)

A feature in Excel designed to save you lots of time is known as Auto Fill. By clicking and dragging on the Auto Fill Handle (Figure 1) a text list will be “filled” into the adjacent cells.

For example, if you type January in a cell, and then click-drag the Auto Fill handle to the right, the feature will automatically fill in the rest of the months of the year. The list will continue to repeat and populate as long as you continue to drag the handle (Figure 2).

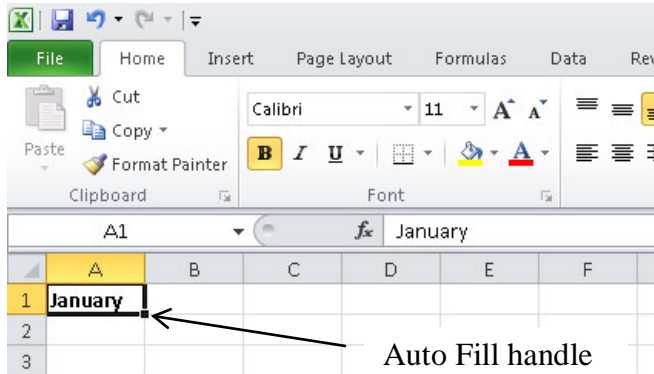


Figure 1: Auto Fill handle

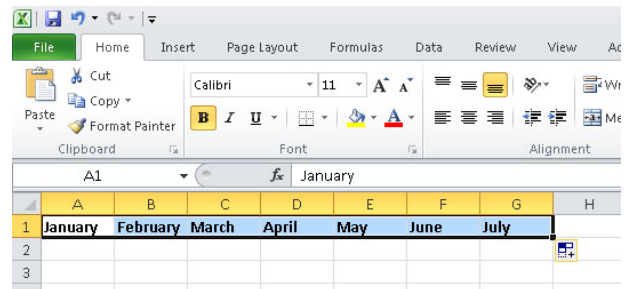


Figure 2: Completed Auto Fill

Auto Fill can also be used for copying formulas and functions. Excel will update each formula for the proper row and column when Auto Fill is used.