

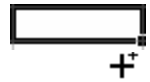
## AutoFill

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Auto Fill is a process that allows the user to automatically number data in a column or row. It is an easy process to add sequential numbers to rows of data by filling a column with a series of numbers or by using the Row function

### FILL COLUMN WITH SERIES OF NUMBERS

- ❖ Select the first cell in the range that is to be filled.
- ❖ Type the starting value for the series, such as the number 1.
- ❖ Type a value in the next cell to establish a pattern.
- ❖ For example, if the series is to be **1, 2, 3, 4,...**, type the number 1 in the first cell and then a number 2 in the second cell.
- ❖ Select the two cells that contain the numbers.
- ❖ The pointer will turn to a black box with a little square in the right corner (see illustration).
- ❖ Move the mouse pointer over the box by the little square until the mouse pointer turns to a black plus (+) sign.
- ❖ Hold down the mouse button and drag down in the column until the desired cells are filled with numbers.
- ❖ The cells should be numbered in consecutive order starting with number 1.
- ❖ It is also possible to number the list non-consecutively. For instance, if you wanted to number the rows **2, 4, 6, 8...**, type the number 2 in the first cell and the number 4 in the second cell.
- ❖ Select the two cells and use the fill handle to copy the numbers down to the additional cells.



### FILL COLUMN OR ROWS WITH MONTH, DAY, OR OTHER SERIES

The process for filling columns or rows with the month or days is the same as for filling numbers. The only difference is that you input the day of the week or the month of the year in the column. It is also possible to fill a column or row with a series of consecutive or non-consecutive dates.

- ❖ **To insert the days of the week into a column or row:**
  - Input the first day, like **Monday**, into the first cell of the series.
  - Place the mouse pointer into the cell that contains the first day of the week.
  - Use the **Fill Handle** to copy the days down the column or across the row.
  - The days of the week will change as the copying is done.
- ❖ **To insert the month of the year:**
  - Input the first month, like **January**, in the first cell of the series.
  - Place the mouse pointer into the cell that contains the first month of the year.
  - Use the **Fill Handle** to copy the months down in the column or across the row.
  - The months will change as the copying is being completed.
- ❖ **To insert consecutive dates:**
  - Input the beginning date into the first cell of the column or row.
  - Place the mouse pointer in the cell that contains the date.
  - Use the **Fill Handle** to copy the date down the column or across the row.
  - A different date should appear in each of the cells in the series, starting with the first date and going in consecutive order.

❖ **To insert non-consecutive dates:**

- Input the beginning date into the first cell of the column or row.
- In the second cell of the column or row, input the second date.
  - With this option it is possible to specify a period of time between dates, such as a month in between.
  - For instance, to specify the last day of each month, you would input **January 31, 2005** in the first cell and **February 28, 2005** in the second cell.
- Select the two dates and then use the **Fill Handle** to copy the information to the rest of the cells in the column or row.
- The last day of the month should display in each consecutive cell.

**NOTE:**

- ✦ It is also possible to number other items using the Auto Fill feature such as Versions or periods of a year.
- ✦ For the version, Version 1 would be inserted into the first cell and then the Fill Handle would be used to insert Version 2, Version 3, and so forth. Each item would be numbered consecutively.
- ✦ For the periods of a year, input something like 1<sup>st</sup> year then use the Fill Handle to insert the rest of the years. The years will be inserted in consecutive order.
- ✦ It is also possible to insert non-consecutive versions and years by using the methods described earlier in this document.