

## ENTERING A SERIES OF DATA AUTOMATICALLY

In an Excel database, it is possible to enter a series of numbers automatically instead of typing each number in individually.

- ❖ In order to complete this exercise, you need to complete the one on **Entering Field Names and Data**.
- ❖ Open the **Database Exercise** workbook that you worked on earlier.
- ❖ Insert a new column to the left of column A.
- ❖ Select cell **A3** and key **No.** into the cell.
- ❖ Click the **Enter** (check mark) button on the **Formula Bar**.
- ❖ Click in cell **B3**.
- ❖ Click the **Format Painter** button on the **Standard** toolbar (see illustration at right).
- ❖ Click in cell **A3**. The formatting from **B3** should be applied to cell **A3**.
- ❖ Select cell **A4** and key in the number **1**.
- ❖ Click the **Enter** (check mark) button on the **Formula Bar**.
- ❖ Select cells **A4** through **A41**.
  - **DO NOT** use the Fill Handle.
  - The **Fill Handle** will copy the number 1 into all the cells.
- ❖ Click **Edit** on the **Menu Bar**.
- ❖ Choose **Fill** from the list of options that appears.
- ❖ Choose **Series** from the next menu.
- ❖ The **Series** dialog box will appear (see illustration at right).
- ❖ Click the **Columns** button in the **Series In** category, if necessary.
- ❖ Make sure **Linear** is selected in the **Type** category.
- ❖ It is also possible to change the **Step Value** and the **Stop Value** by inserting a number in the proper box.
- ❖ Click **OK**. The numbers for each record will be inserted automatically.
- ❖ Format the width of column **A** for **AutoFit** by double-clicking the right border of the column label.
- ❖ Select cells **A1** through **F1**.
- ❖ Use the **Merge and Center** button to merge the cells and center the title.
- ❖ With the cells still selected, **Bold** the text, and change the Font Size to **14 point**.
- ❖ Double-click the bottom of the row marker to **Auto Fit** the height of the row.

