

Week 1.

How to use AutoFill

The AutoFill feature in Excel is incredibly useful for quickly populating a range of cells. Whether you need to copy the same value across multiple cells, create a series of numbers, or extend text patterns, the fill handle is your go-to tool. This small square, visible in the bottom-right corner of a selected cell or range, activates AutoFill. It simplifies tasks like extending date ranges, number sequences, or replicating text patterns, and can be used both vertically and horizontally in a spreadsheet. With AutoFill, tasks that would otherwise be time-consuming become quick and efficient.

A	B	C	D
1	1	2011	a
2	2	2012	b
3	3	2013	c
4			
5			

The fill handle in Excel, though small and seemingly inconspicuous, is a powerful tool for quickly filling adjacent cells with values. When you need to create a series or copy values, simply click on the fill handle (which appears as a small black cross) and drag it either vertically or horizontally. Upon releasing the mouse button, Excel fills the selected cells based on the pattern or value you've started with. This straightforward method enhances efficiency in data management, allowing for rapid completion of tasks that would otherwise be time-consuming.



TASK

Please download the task name: [How_to_use_AutoFill.xlsx](#)

1. Sequential Numbers: Input '5' in A1 and '10' in A2.

A	B	C	D	E	F	G	H
1	5						
2	10						
3							

Now, select both cells A1 and A2. At the bottom right of the cell A2, you'll find the fill handle (it looks like a small square). Click and drag it downwards to the cells where you want the series to continue.

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Observing the Pattern: Release the mouse button, and Excel will fill in the cells. It continues the pattern you started, adding 5 to each new cell in the sequence.

	A	B	C	D	E	F	G	H
1	5							
2		10						
3			15					
4				20				
5					25			
6						30		
7							35	
8								

This AutoFill feature saves time and ensures accuracy in your data sets.

2. Month Names: Enter 'Jan' into cell A1. This will be our initial value from which Excel will generate the series.

	A	B	C	D	E	F	G	H
1	Jan							
2								
3								

Click and drag the fill handle downwards through the column to the cells where you wish to have the subsequent month names appear (*in our case it is A8*). After you release the mouse button, Excel will populate the cells with the month names, following the sequence beginning with 'Jan'.

	A	B	C	D	E	F	G	H
1	Jan							
2	Feb							
3	Mar							
4	Apr							
5	May							
6	Jun							
7	Jul							
8	Aug							
9								
10								

3. Day Names: Enter 'Monday' into cell A1, which is the first day of the week for this sequence.

	A	B	C	D	E	F	G	H
1	Monday							
2								
3								

Click on the fill handle at the bottom right corner of cell A1 and drag it down the column. As you drag the fill handle and then release it, Excel will fill the cells with the names of the days, continuing the pattern with Tuesday, Wednesday, and so on.

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	A	B	C	D	E	F	G	H
1	Monday							
2	Tuesday							
3	Wednesday							
4	Thursday							
5	Friday							
6	Saturday							
7	Sunday							
8								

This method quickly generates a weekly calendar or schedules tasks across different days without manually typing each day name.

4. Custom List of words: Excel's AutoFill isn't limited to just numbers and dates. It can also create a list of words that follow a pattern, such as names of students or a series of product numbers. In cell A1, enter 'Student 1'.

	A	B	C	D	E	F	G	H
1	Student 1							
2								
3								

Go to the fill handle at the bottom right corner of cell A1. Drag the fill handle down the column as far as you need.

	A	B	C	D	E	F	G	H
1	Student 1							
2	Student 2							
3	Student 3							
4	Student 4							
5	Student 5							
6	Student 6							
7	Student 7							
8								

Excel will understand the pattern and continue the series with 'Student 2', 'Student 3', and so on, providing a quick way to create a roster or list that follows a specific naming sequence.