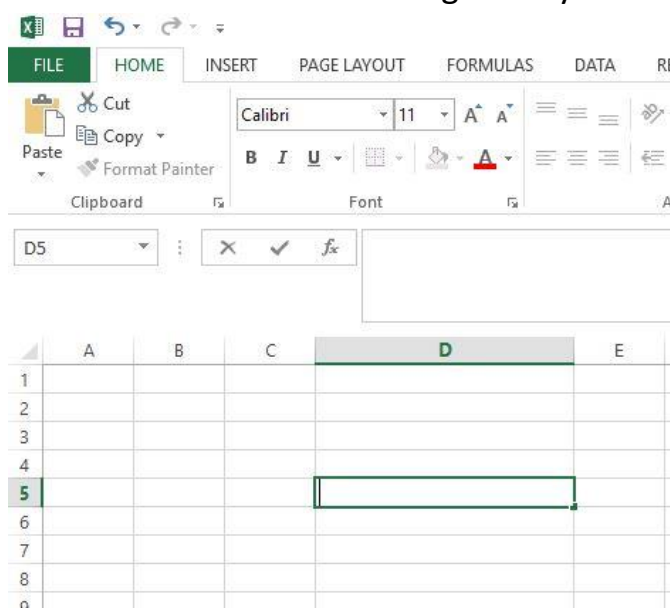


DID YOU KNOW?

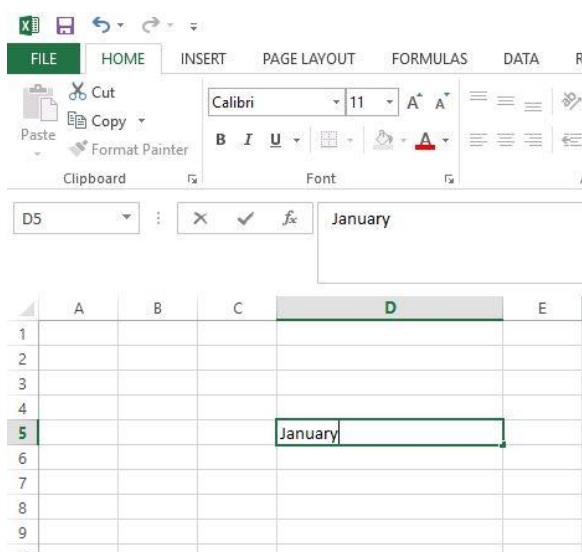
How to use Auto-fill feature in Ms-excel

In Microsoft excel instead of entering data manually on a worksheet, you can use the Auto Fill feature to fill cells with data that follows a pattern or that is based on data in other cells.

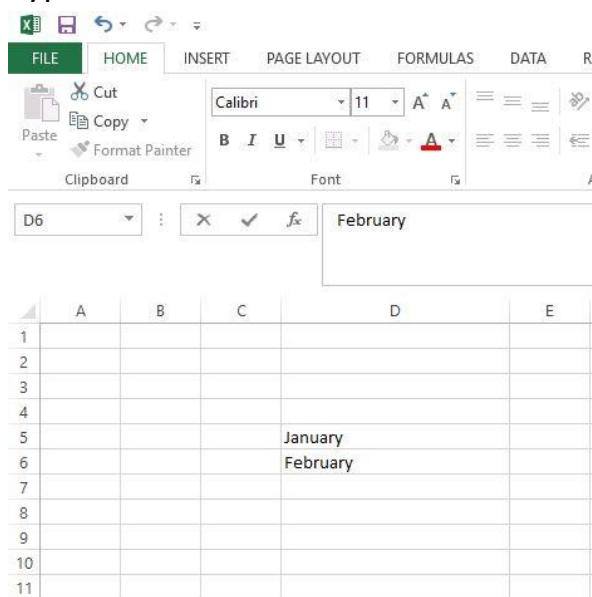
- 1) Select the first cell in the range that you want to fill.



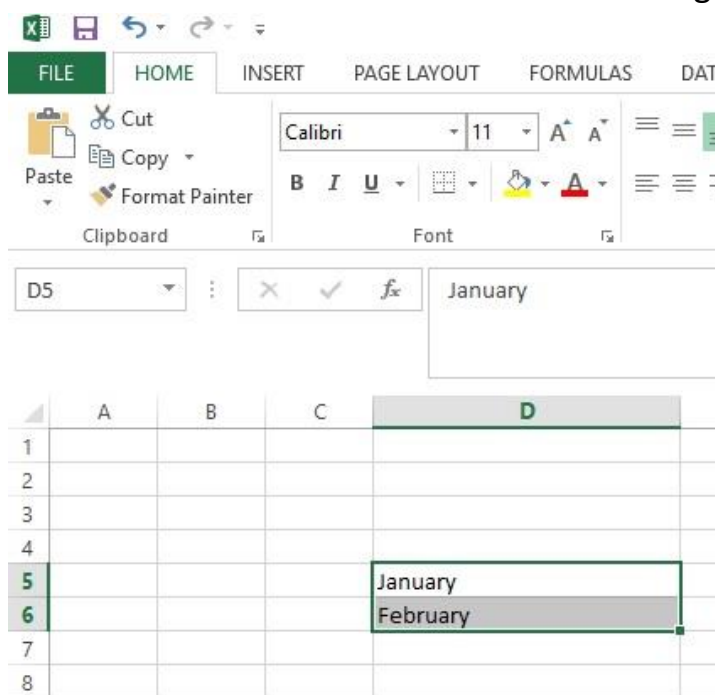
- 2) Type the starting value for the series.



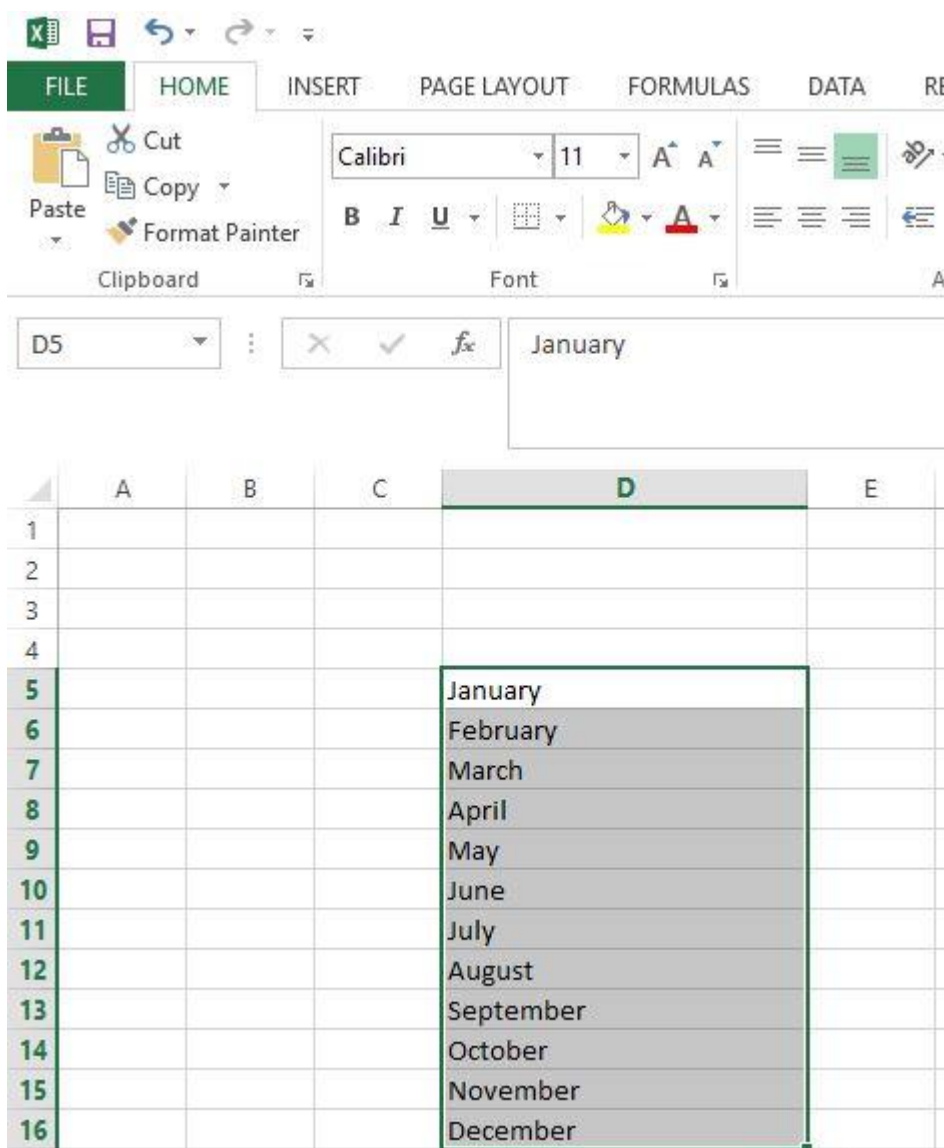
3) Type a value in the next cell to establish a pattern.



4) Select the cell or cells that contain the starting values.



5) Drag the fill handle  across the range that you want to fill.



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'HOME'. The 'Clipboard' group shows 'Cut', 'Copy', and 'Format Painter'. The 'Font' group shows 'Calibri', '11', and various font formatting options. The 'Paragraph' group shows alignment and bullet point options. The 'Data' group shows the 'Fill' dropdown menu, which is currently set to 'Fill Colors'. The 'Formulas' group shows the 'fx' button. The 'D5' cell is selected, and the formula bar shows 'January'. The spreadsheet grid shows columns A through E and rows 1 through 16. Cell D5 contains the text 'January'. A green border highlights the range D5:D16, indicating that the fill handle has been dragged from D5 down to D16 to copy the text 'January' to all cells in this range.

	A	B	C	D	E
1					
2					
3					
4					
5				January	
6				February	
7				March	
8				April	
9				May	
10				June	
11				July	
12				August	
13				September	
14				October	
15				November	
16				December	

THANK YOU