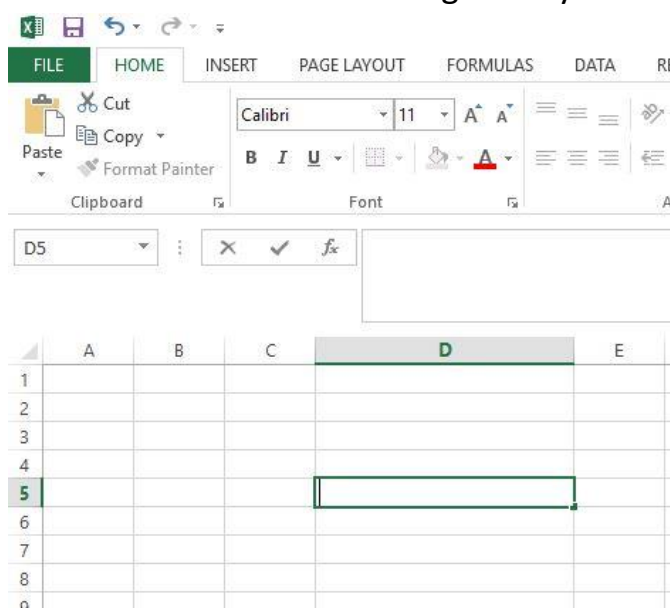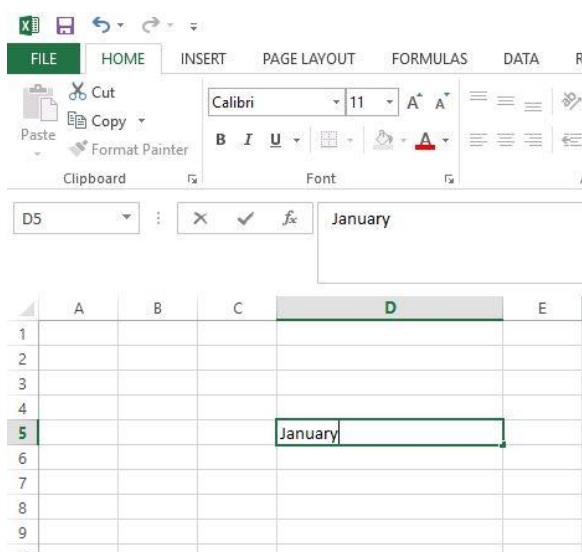**DID YOU KNOW?**

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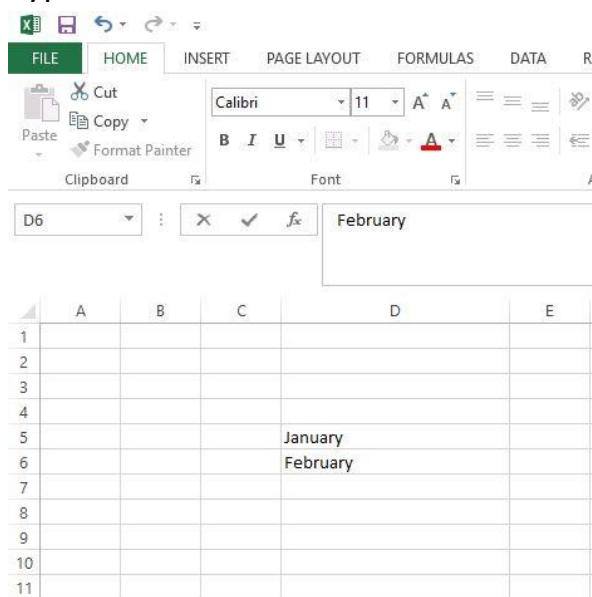
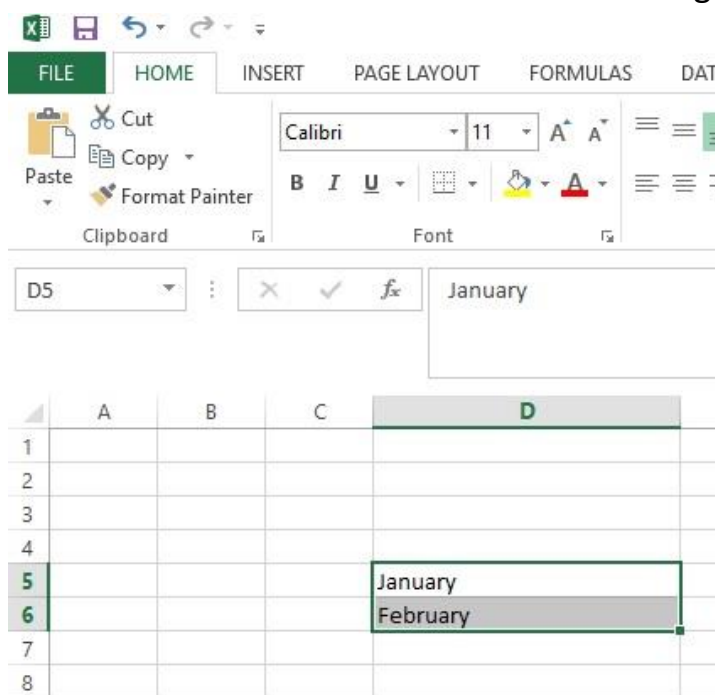1) Select the first cell in the range that you want to fill.

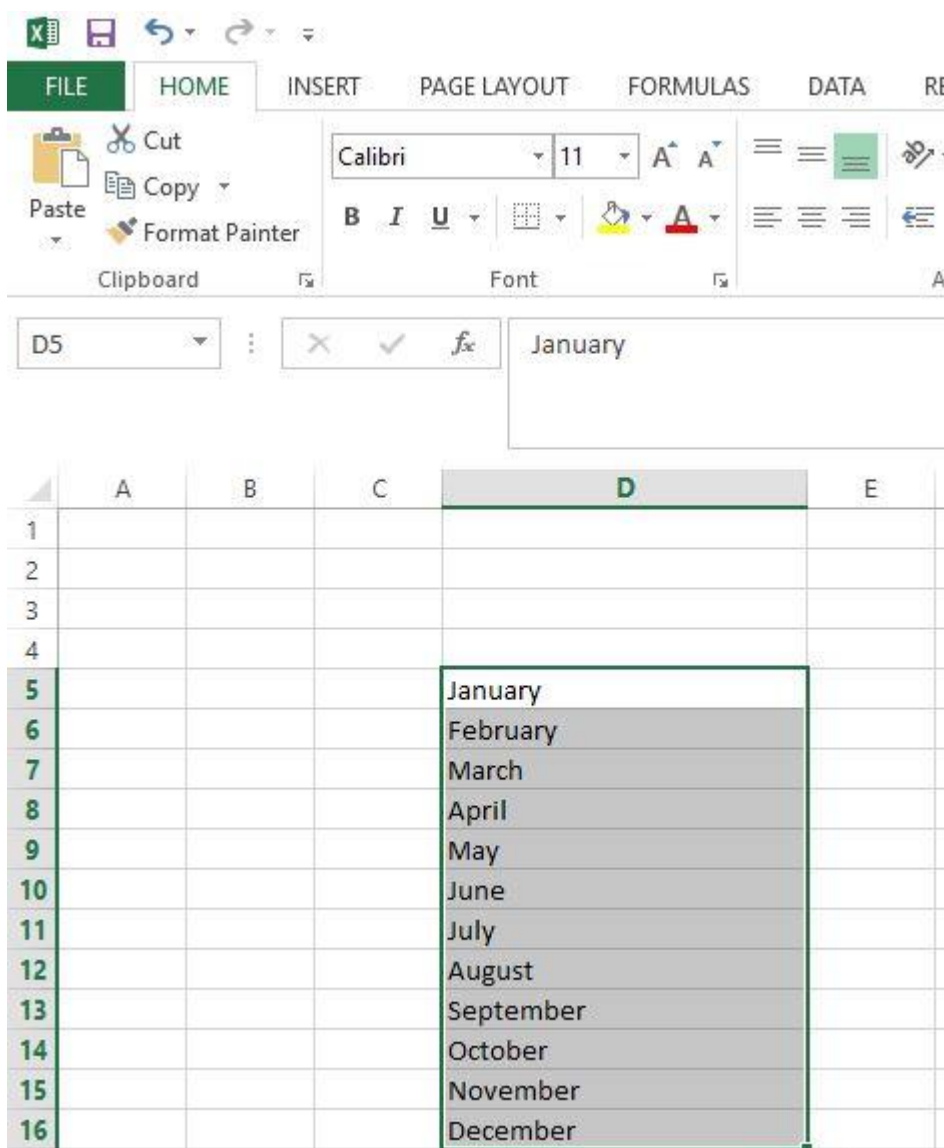2) Type the starting value for the series.

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.

THANK YOU