✓ **Congratulations! You passed!**

Grade received 100%   To pass 80% or higher

Go to next item

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1. What is one of the main purposes of the fill handle that we have demonstrated?

   ○ To automatically enter data into an empty spreadsheet.

   ○ To easily fill the background color of a large range of cells.

   ⦿ To automatically create a series based on existing data.

   ✓ **Correct**
   Yes, that's exactly right. The fill handle is a very powerful tool in Excel that allows you to create series based on the data you entered. Switch over to Excel and have a play with it. Can you come up with simple patterns that you can test the fill handle's capabilities with?

   `1 / 1 point`

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2. What does your mouse cursor need to look like in order to activate the fill handle?

   ○ A thick, white plus sign

   ○ Four black, crossed arrows

   ⦿ A bold, black plus sign

   ✓ **Correct**
   Yes, that's the one - you have been paying close attention.

   `1 / 1 point`

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3. Take a look at the screenshot below. Sean needed to separate the first names from Column C. This would normally take quite a long time but he managed to fill Column D within seconds. How did he do that?

	A	B	C	D	E
1	Order No	Order Date	Customer Name	First Name	Last Name
2	5071-1	2013-05-05	Christopher Schild	Christopher	
3	5145-1	2013-06-29	Cyma Kinney	Cyma	
4	5160-1	2013-07-05	Berenike Kampe	Berenike	
5	5168-1	2013-07-15	Christy Brittain	Christy	
6	5195-1	2013-07-31	Alex Grayson	Alex	
7	5268-1	2013-10-11	Stephanie Ulpright	Stephanie	

   If you are not sure, download the workbook below and have a go yourself. You can figure it out!

   NOTE: *This question refers to a feature in Excel that is not available in the Mac version of Excel. However, you can still answer the question by watching the Practice Video on the Fill Handle in this week.*

   ⦿ Sean typed "Christopher" into cell **D2**, then he dragged the fill handle to **D7**. He changed the tool option to Flash Fill.

   ○ Sean selected cell **D2**, then he dragged the fill handle to **D7**. All the first names appeared.

   ○ He selected cell **C2**, then he dragged the fill handle to **D7**. All the first names appeared automatically.

   ✓ **Correct**
   Everyone say WOW. Excellent work - you are putting in the effort and face challenges like a champ.

   `2 / 2 points`

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4. How do you activate the fill functionality? Remember, if you are not sure, head over to Excel and explore!

   (One or more answers are possible. Partial credit will be awarded.)

   ☑ You select a range of cells and click on this icon in the **Home** tab.

   ⬇

   ✓ **Correct**
   Fantastic detective work - we didn't introduce this icon in the video but you have figured it out. Great stuff.

   ☐ You right-click on your active cell and choose **Fill handle** from the context menu.

   ☑ You hover over the small square in the bottom right-hand corner of your active cell until you see the thick black cross, then click and drag.

   ✓ **Correct**
   Yes, 100%. You have been paying close attention this week.

   `2 / 2 points`

5. Take a look at the screenshot below. What do you expect to see in the cells **A3**, **B3**, **C3** and **D3** when you drag the fill handle all the way down to **D6**?

2 / 2 points

	A	B	C	D
1	Order No	Order Date	Customer Name	Order Quantity
2	5071-1	2013-05-05	Christopher Schild	6
3				
4				
5				
6				

○ **A3**: 5071-2

  B3: 2013-05-06

  C3: ######

  D3: 6

○ **A3**: 5071-1

  B3: 2013-05-06

  C3: Christopher Schild

  D3: 7

◉ **A3**: 5071-2

  B3: 2013-05-06

  C3: Christopher Schild

  D3: 7

✓ **Correct**

Yes, really excellent work. Did you give this a try in Excel first or did you just figure it out?

A2 was a number but it had a special character in it. So, the fill handle recognized this and create a series. **A4** would have been 5071-3 and so on.

B3: Excel recognized the date format and automatically inserted the next day's date.

C3: Excel interpreted this a standard text and as such, simply copied it.

D3: Straight numbers are normally simply copied. In this case, however, Excel made an assumption that it is a series as with the other columns. Go back to Excel and observe what happens when you use the fill handle on cell **D2** only.