AutoFill and Custom Lists in Excel

**AutoFill** and **Custom Lists** are powerful features in Excel that help you quickly enter repetitive or sequential data, saving you time and ensuring accuracy.

AutoFill a Series

Steps to AutoFill a Series:

1. **Create the Dataset:**
   * In a new Excel worksheet, enter the starting values for your series. For example, in cells A1:A2, enter 1 and 2.
2. **Use AutoFill:**
   * Select cells A1:A2.
   * Drag the fill handle (a small square at the bottom-right corner of the selected cells) down to fill the series. Excel will recognize the pattern and continue the series (e.g., 1, 2, 3, 4, ...).

AutoFill Non-Adjacent Cells

Steps to AutoFill Non-Adjacent Cells:

1. **Enter Values:**
   * Enter your values in non-adjacent cells. For example, enter 1 in cell A1 and 2 in cell A3.
2. **Use AutoFill for Non-Adjacent Cells:**
   * Select both A1 and A3.
   * Drag the fill handle down. Excel will continue the pattern and fill cells A5, A7, etc.

AutoFill on Multiple Sheets

Steps to AutoFill on Multiple Sheets:

1. **Create the Dataset:**
   * Enter data in the first sheet. For example, in Sheet1, enter January in cell A1.
2. **Group Sheets:**
   * Select the first sheet, hold down Shift, and click the last sheet tab to group the sheets.
3. **Use AutoFill Across Sheets:**
   * With the sheets grouped, drag the fill handle in Sheet1 down to fill the series (January, February, March, ...). This will apply the same AutoFill to all grouped sheets.
4. **Ungroup Sheets:**
   * Right-click any of the grouped sheet tabs and select Ungroup Sheets.

Creating Custom Lists

Steps to Create Custom Lists:

1. **Access Excel Options:**
   * Go to File > Options.
2. **Create Custom Lists:**
   * In the Excel Options dialog box, select Advanced.
   * Scroll down to the General section and click Edit Custom Lists.
   * In the Custom Lists dialog box, click New List and enter your custom list items (e.g., Monday, Tuesday, Wednesday, ...).
   * Click Add to create the custom list.

Series Formatting

Steps for Series Formatting:

1. **Create the Dataset:**
   * Enter the starting value of your series in a cell. For example, enter 1 in cell A1.
2. **Format the Series:**
   * Select the cell with the starting value.
   * Drag the fill handle while holding the right mouse button.
   * Release the mouse button and choose the appropriate fill option from the context menu, such as Fill Series, Fill Without Formatting, etc.

Sorting Using Custom Lists

Steps to Sort Using Custom Lists:

1. **Create the Dataset:**
   * Enter your data in a column. For example, enter High, Medium, and Low in cells A1:A3.
2. **Sort with Custom Lists:**
   * Select the range you want to sort.
   * Go to Data > Sort.
   * In the Sort dialog box, choose Order and select Custom List....
   * In the Custom Lists dialog box, choose your custom list (e.g., High, Medium, Low).
   * Click OK to sort the data based on your custom list.

Assignment

1. **Create a Dataset:**
   * Create a worksheet with columns for Date, Sales, and Category.
2. **Use AutoFill to Complete a Series:**
   * Enter the starting date in A1, such as 01/01/2024.
   * Use AutoFill to fill in the dates for the entire month.
3. **Use AutoFill for Non-Adjacent Cells:**
   * Enter sales data in every other cell in the Sales column and use AutoFill to complete the pattern.
4. **Use AutoFill on Multiple Sheets:**
   * Enter category data in Sheet1 and use AutoFill to fill the same data in Sheet2 and Sheet3.
5. **Create and Use Custom Lists:**
   * Create a custom list for High, Medium, Low.
   * Sort the data in the Category column using this custom list.
6. **Series Formatting:**
   * Format a series of numbers in the Sales column to increase by a specific increment using the fill handle.

Step-by-Step Example

Initial Dataset:

| **Date** | **Sales** | **Category** |
| --- | --- | --- |
| 01/01/2024 | 100 | High |
| 01/02/2024 | 200 | Medium |
| 01/03/2024 | 150 | Low |

Steps:

1. **AutoFill a Series:**
   * Enter 01/01/2024 in A1.
   * Drag the fill handle down to fill the dates for January.
2. **AutoFill Non-Adjacent Cells:**
   * Enter 100 in B1, 200 in B3.
   * Select B1 and B3, drag the fill handle down.
3. **AutoFill on Multiple Sheets:**
   * Group Sheet1, Sheet2, and Sheet3.
   * Enter High in C1 of Sheet1, drag the fill handle down.
   * Ungroup sheets.
4. **Create Custom Lists:**
   * Go to File > Options > Advanced > Edit Custom Lists.
   * Add High, Medium, Low as a custom list.
5. **Sort Using Custom Lists:**
   * Select C1:C3.
   * Go to Data > Sort, choose Custom List, select High, Medium, Low.
6. **Series Formatting:**
   * Enter 100 in B1.
   * Drag the fill handle with the right mouse button, choose Fill Series.

These steps will help you become proficient in using AutoFill and Custom Lists in Excel, making your data entry and analysis tasks more efficient.