

Auto Fill

Auto Fill is a feature in Excel that allows you to quickly fill ranges of cells. It can be very helpful. You can fill Up, Down, Left or Right. You can fill in series, just formulas, with or without formatting. You can fill dates, days, months, years or quarters.

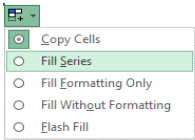
To be able to use Autofill you'll need to use the Fill Handle. You can find the Fill Handle on the lower left-hand corner of the Active Cell Border/Cell Indicator/Cell Pointer.



After filling the range using the left mouse button, a box appears at the bottom.

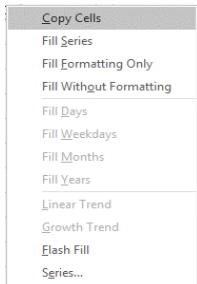


When you hover the mouse over the icon, a dropdown button appears on the right-hand side of the icon. When you select the dropdown button a menu appears allowing you to choose fill options.



These options change based on the type of data that Excel perceives as present. As you select a given radial button, the contents in the fill area change accordingly.

The menu with all the options automatically appear when you grab the fill handle and use the right mouse button to fill a range/area.



If you double click the fill handle you can "quick" fill the data along contiguous data.

Saving Your Life Tip!

To "Clear Contents" of cells and ranges, grab the fill handle and drag the mouse into the cell or range.

To "Clear All" the contents of cells and ranges, grab the fill handle, hold down the CTRL button and drag the mouse into the cell or range.

Fill Handle			
Numbers	Formatting	Dates	Fill
1.00	14,013	1/1/2018	Archie
			Jughead
			Veronica
			Betty