

Lesson 2-16: Use AutoFill options

Sometimes AutoFill begins to misbehave and actually gets in the way of efficient work by wrongly anticipating what you need.

- 1 Open *First Quarter Sales and Profit-10* from your sample files folder (If it isn't already open).
- 2 In cell F18 type the date **1-Jan-2009**.
- 3 AutoFill down as far as cell F24.

The cells are populated with sequential dates:


	A	B	C	D	E	F
18	Monday	1	9	01-Jan-08	Adjusted	01-Jan-09
19	Tuesday	2	18	02-Jan-08	Adjusted	02-Jan-09
20	Wednesday	3	27	03-Jan-08	Adjusted	03-Jan-09
21	Thursday	4	36	04-Jan-08	Adjusted	04-Jan-09
22	Friday	5	45	05-Jan-08	Adjusted	05-Jan-09
23	Saturday	6	54	06-Jan-08	Adjusted	06-Jan-09
24	Sunday	7	63	07-Jan-08	Adjusted	07-Jan-09

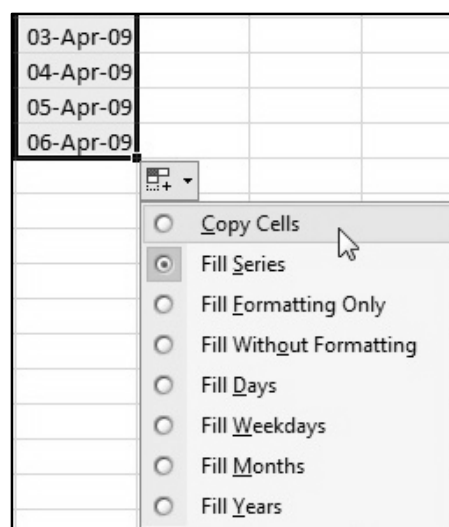
- 4 In cell G18 type the date **31-Mar-2009**.
- 5 AutoFill down as far as cell G24.

At some time you'll need to add transaction dates to a worksheet and will have four or five entries with the same date.

AutoFill is perfect for eliminating the need to re-type the date for each transaction, but its insistence upon incrementing the date every time could be very frustrating.

Fortunately we can change the default behavior.

- 6 Click the Auto Fill Options Smart Tag  at the bottom right corner of the filled cells.



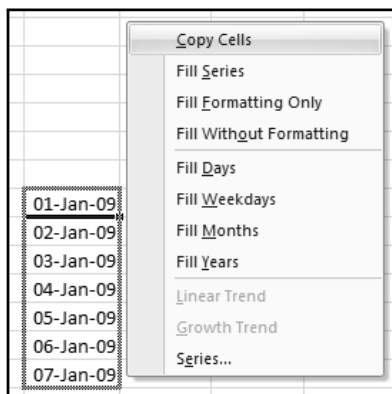
First Quarter Sales and Profit-10

7 Click *Copy Cells* to tell AutoFill not to increment the date.

The purpose of the *Fill Formatting* options will be clear later in the course when you have completed: *Session Four: Making Your Worksheets Look Professional*.

Here's what the other options will do:

Copy Cells	Fill Series	Fill Days	Fill Weekdays	Fill Months	Fill Years
This is what we just did. The first cell is copied to the other cells.	The default for dates that include the day. The date increments by one day at a time.	The date increments by one day at a time.	Because 3 rd April 2009 is a Friday the weekend days are omitted and the series jumps from 3 rd April to 6 th April.	Normally this would show the same day number for each month. In this example, there are only 30 days in two of the months so 30 th is shown instead of 31 st .	The same calendar day is shown for each subsequent year.
31-Mar-09 31-Mar-09 31-Mar-09 31-Mar-09 31-Mar-09 31-Mar-09 31-Mar-09	31-Mar-09 01-Apr-09 02-Apr-09 03-Apr-09 04-Apr-09 05-Apr-09 06-Apr-09	31-Mar-09 01-Apr-09 02-Apr-09 03-Apr-09 04-Apr-09 05-Apr-09 06-Apr-09	31-Mar-09 01-Apr-09 02-Apr-09 03-Apr-09 06-Apr-09 07-Apr-09 08-Apr-09	31-Mar-09 30-Apr-09 31-May-09 30-Jun-09 31-Jul-09 31-Aug-09 30-Sep-09	31-Mar-09 31-Mar-10 31-Mar-11 31-Mar-12 31-Mar-13 31-Mar-14 31-Mar-15



8 Access fill options using right-click AutoFill.

1. Click again on cell F18 to make it the active cell.
2. AutoFill once more but, this time, hold down the right mouse button.

When you release the mouse button you are presented with the AutoFill options (see sidebar).

This method is preferred to the Smart Tag method because it is faster (one click instead of two)!

9 Change back to Fill Series or Fill Days.

In this example Fill Series and Fill Days produce exactly the same result.

10 Save your work as First Quarter Sales and Profit-11.