

Lesson 2-17: Speed up your AutoFills and create a custom fill series

In this lesson we're going to learn some AutoFill techniques that will massively speed up your efficient use of the AutoFill feature.

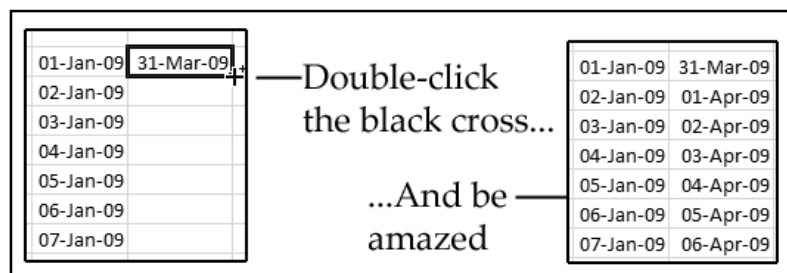
- 1 Open *First Quarter Sales and Profit-11* (if it isn't already open).
- 2 Delete the contents of cells G18:G24.
- 3 Type **31-Mar-09** into cell G18.

	A	B	C	D	E	F	G
17							
18	Monday	1	9	01-Jan-08	Adjusted	01-Jan-09	31-Mar-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 Double click the AutoFill handle to automatically fill cells G19:G24.

This is a real master tip!

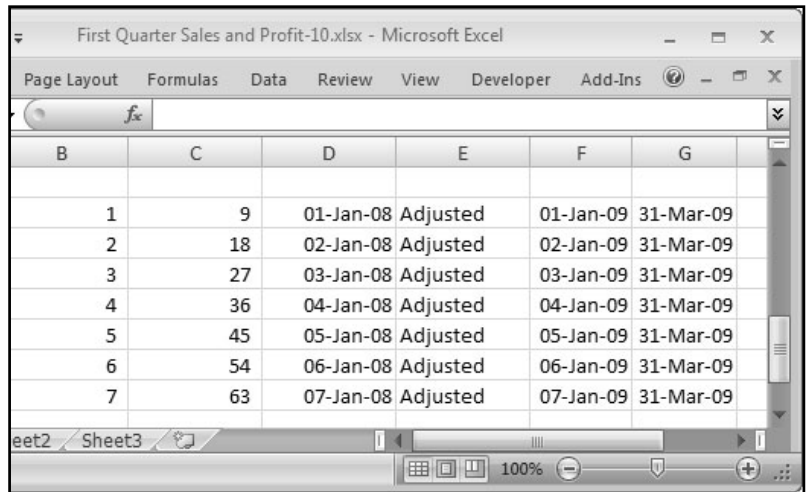
Hover over the AutoFill handle (the black spot at the bottom right hand corner). When you are sure that you have the correct black cross cursor shape, double click to automatically fill down.



- 5 Delete all of the dates from cells G19:G24 leaving only the date 31-Mar-09 in cell G18.
- 6 Hold down the **<Ctrl>** key and AutoFill down as far as G24 by dragging the AutoFill handle down with the mouse.

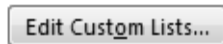
Because you held the <Ctrl> key down AutoFill simply copies the cell instead of creating a series of values.

First Quarter Sales and Profit-11



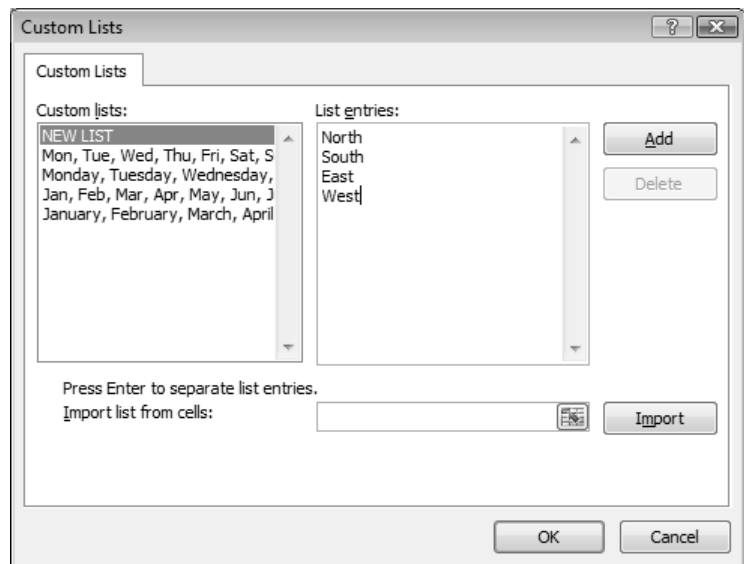
This is even faster than using the right-click method when you want to prevent the date incrementing.

- 7 Click Office→Excel Options→Popular.
- 8 In the *Popular* category under *Top options for working with Excel* click the gray *Edit Custom Lists...* button.



The Custom Lists dialog appears.

- 9 Click in the *List entries* window and add four custom list entries: North, South, East and West.



North
South
East
West
North
South
East
West

- 10 Click the OK button.
- 11 Type **North** in any cell and AutoFill down.
As you AutoFill the custom list entries appear in the worksheet.
- 12 Delete the North, South, East, West... cells from the worksheet.
- 13 Save your work as First Quarter Sales and Profit-12.