

AutoFill

There are many times when you will use a series of numbers, months, or weekdays in a spreadsheet. Excel has a feature called AutoFill which allows you to quickly enter a series of data by entering the first two values and it completes the rest. The following series are completed automatically after the first value is entered.

First Value Entered	Series Completed With
Sunday	Monday, Tuesday, Wednesday, ...
1/10/2002	1/11/2002, 1/12/2002, 1/13/2002, ...
Qtr 1	Qtr2, Qtr3, Qtr4
January	February, March, April, May, ...

If you use abbreviations for the days of the week (Sun, Mon) or the months (Jan, Feb), the series is completed with the abbreviations.

A series can be done across rows or columns.

Numbers Series

You want to create a series of numbers showing 5, 10, 15, 20, etc. You will enter the first two numbers and let Excel complete the series.

- Click the cell where you want to begin the series
- Type **5**, and press **Enter**.
- Type **10** in the next cell, and press **Enter**.
- Select the two cells with your numbers.
- **Click** and **drag** the fill handle until you have the desired range of numbers. **Release** the mouse button. Notice that a ScreenTip shows each number in the series.

Days of the Week

- Click the cell where you want to begin the series
- Type **Sunday** or **Sun**.
- **Click** and **drag** the fill handle until you have the desired range. Notice that a ScreenTip displays showing the day.
- You can begin a series of days with any day of the week.

Month

- Click the cell where you want to begin the series.
- Type **January** or **Jan**.
- **Click** and **drag** the fill handle until you have the desired range. Notice that a ScreenTip displays showing the month.
- You can begin a monthly series with any month of the year.

Dates

- Click the cell where you want to begin the series.
- Type the date you want to begin with. For example, you can enter 9/01/2002 or 9/1.
- **Click** and **drag** the fill handle until you have the desired range. Notice that a ScreenTip displays showing the date.
- To format a date series, **highlight** the cell range. Click **Format > Cells**. Click the **Number** tab. Click **Date** in the *Category* list and select the **date format** you want. Click **OK**.