

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

In this lesson, you're going to learn some advanced 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 Use an AutoFill double-click to populate cells G19:G24 with sequential dates.
 1. Delete the contents of cells G18:G24.
 2. Type: **31-Mar-16** into cell G18.

	A	B	C	D	E	F	G
17							
18	Monday	1	9	01-Jan-16	Adjusted	01-Jan-16	31-Mar-16
19	Tuesday	2	18	02-Jan-16	Adjusted	02-Jan-16	
20	Wednesday	3	27	03-Jan-16	Adjusted	03-Jan-16	
21	Thursday	4	36	04-Jan-16	Adjusted	04-Jan-16	
22	Friday	5	45	05-Jan-16	Adjusted	05-Jan-16	
23	Saturday	6	54	06-Jan-16	Adjusted	06-Jan-16	
24	Sunday	7	63	07-Jan-16	Adjusted	07-Jan-16	

3. Double click the AutoFill handle to automatically fill cells G19:G24.

Hover over the AutoFill handle (the black spot at the bottom right hand corner of cell G18). When you are sure that you have the correct black cross cursor shape, double click to automatically fill down to the end of the range.

- 3 Use an *AutoFill <Ctrl>-Drag* to copy the value in cell G18 to cells G19:G24.
 1. Delete all of the dates from cells G19:G24 leaving only the date *31-Mar-16* in cell G18.
 2. Click in cell G18 to make it the active cell.
 3. Hold down the **<Ctrl>** key and AutoFill cell G18 down as far as cell G24 by dragging the AutoFill handle down with the mouse.
 4. Release the mouse button.

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

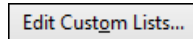
	A	B	C	D	E	F	G
17							
18	Monday	1	9	01-Jan-16	Adjusted	01-Jan-16	31-Mar-16
19	Tuesday	2	18	02-Jan-16	Adjusted	02-Jan-16	31-Mar-16
20	Wednesday	3	27	03-Jan-16	Adjusted	03-Jan-16	31-Mar-16
21	Thursday	4	36	04-Jan-16	Adjusted	04-Jan-16	31-Mar-16
22	Friday	5	45	05-Jan-16	Adjusted	05-Jan-16	31-Mar-16
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24	Sunday	7	63	07-Jan-16	Adjusted	07-Jan-16	31-Mar-16

First Quarter Sales and Profit-11

This is even faster than using the right-click method when you want to prevent the date (or a number) from incrementing.

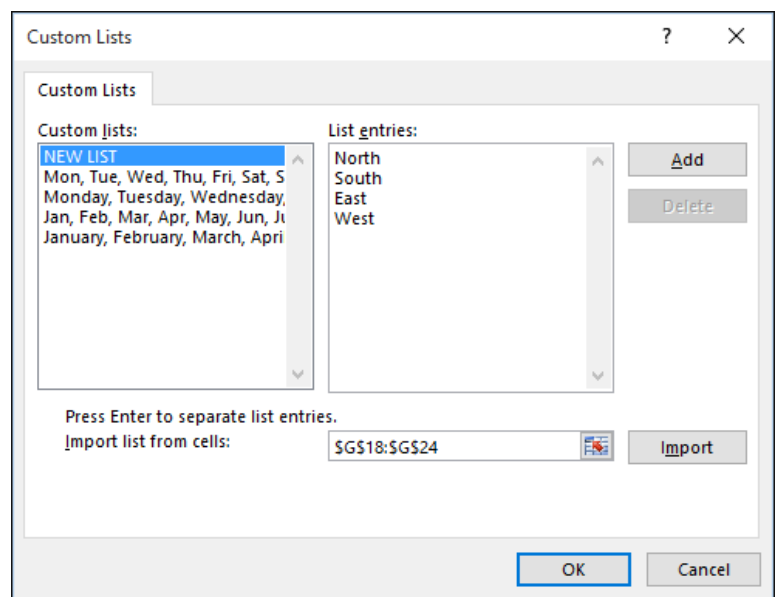
4 Create a custom list containing the values: *North*, *South*, *East* and *West*.

1. Click: File→Options→Advanced.
2. Scroll down the *General* category and click the *Edit Custom Lists...* button.



The *Custom Lists* dialog appears.

3. Click in the *List entries* window and add four custom list entries: **North**, **South**, **East** and **West** (pressing the <Enter> key after each entry).



4. Click the OK button and OK again to close the dialogs.

5 Use the newly created custom list.

Type **North** in any cell and AutoFill down.

As you AutoFill, the custom list entries appear in the worksheet (see sidebar).

North
South
East
West
North
South
East
West

6 Delete the North, South, East, West... cells from the worksheet.

7 Save your work as *First Quarter Sales and Profit-12*.