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Filling Continuous Rows and Columns in MS Excel

## Microsoft Excel

### Module 4 - Filling Continuous Rows and Columns using Fill in MS Excel

The "Fill" option in Excel refers to the "AutoFill" feature, which allows you to quickly copy data or formulas across multiple cells by clicking and dragging the small square (called the "fill handle") located in the bottom-right corner of a selected cell, effectively replicating the pattern or content within that cell to the desired range of cells; this is a time-saving tool for entering repetitive data or applying formulas consistently across a spreadsheet.

#### Key points about the Fill option:

##### How to use it:

Select the cell containing the data you want to copy, then hover over the fill handle (the small black square in the bottom-right corner) and drag the mouse to the area you want to fill.

##### Pattern recognition:

Excel can automatically detect patterns in your data, like sequential numbers or dates, and continue the pattern when you drag the fill handle.

##### Copying formulas:

You can also use the fill handle to copy formulas across multiple cells, ensuring the calculations are applied consistently.

##### Fill options:

Depending on the situation, you can choose to fill only values, only formatting, or both. Extending a series (e.g., numbers, dates, days, months). Copying values or formulas to adjacent cells.

#### How to Autofill Numbers in Excel with Examples

AutoFill with numbers in Excel allows you to quickly create sequences or repeat numbers across a range. Follow the below steps to fill numbers in Excel and learn how to autofill with numbers in Excel:



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**Example 1: Creating Number Sequences in Excel**

To create a number sequence using the Autofill feature, follow these steps:

**Step 1: Enter the First Two Numbers**

Type the starting numbers of the sequence in two adjacent cells (e.g., 1 in A1 and 2 in A2).

**Step 2: Select Both Cell**

Highlight the two cells to define the pattern.

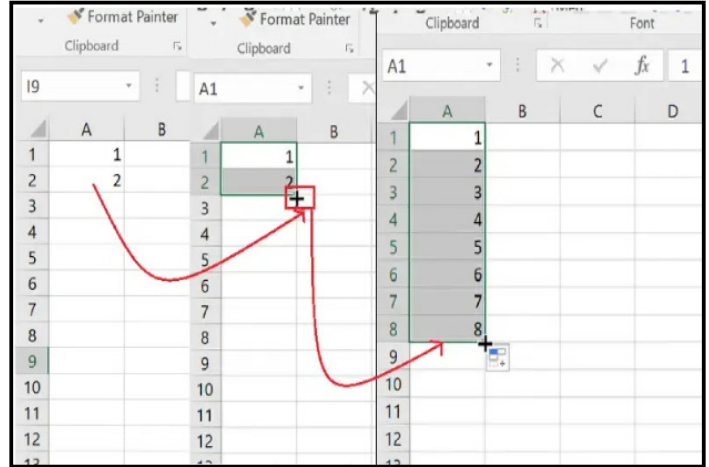
**Step 3: Drag the Fill Handle**

Hover over the bottom-right corner of the selection until the plus (+) sign appears, then drag it across or down to the desired range.

Tip: To create a sequence (e.g., 1, 2, 3), enter the first two numbers in adjacent cells, select them, and drag the fill handle. Excel will detect the pattern and continue the sequence.

How to Use Autofill in Microsoft Excel

Enter the first two numbers >> Select both cells >> Drag the Fill Handle >> Release the Mouse



**Example 2: Creating Sequence Numbers in Excel**

**Step 1: Enter a Number**

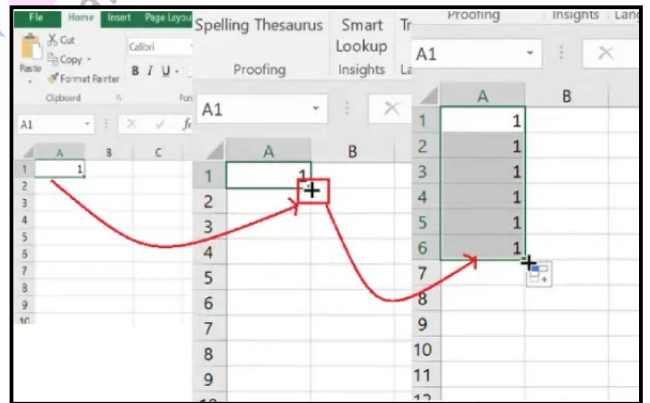
Type a number (e.g., 1) into a cell.

**Step 2: Drag the Fill Handle**

However over the bottom-right corner of the cell until the plus (+) sign appears, then click and drag it down or across to the desired range.

**Step 3: Release the Mouse**

Excel will fill the cells with the same number.



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**How to Autofill Dates in Excel**

Enter a starting date, drag the fill handle, and Excel will generate consecutive dates. Use the AutoFill Options menu to customize for weekdays, months, or years.

**Step 1: Enter a Starting Date**

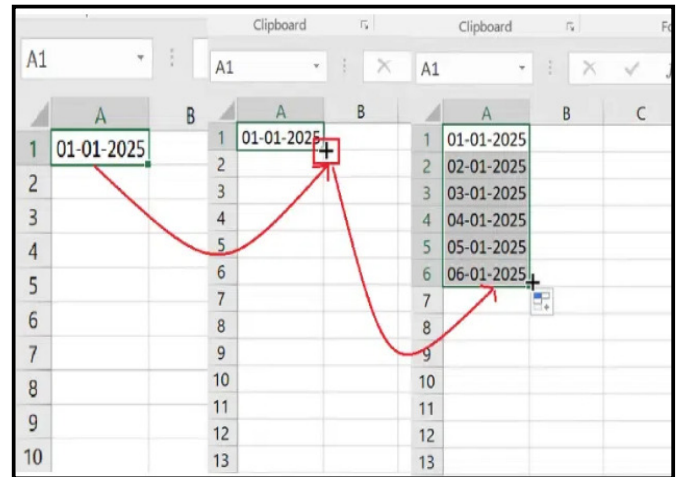
Type a date in a cell (e.g., 01/01/2023).

**Step 2: Drag the Fill Handle**

However over the bottom-right corner of the cell until the plus (+) sign appears, then drag it down or across the range.

**Step 3: Excel Fills the Range**

The selected range will be populated with consecutive dates.



**Customizing Date Sequences**

Follow the below steps to Autofill Customizing Date Sequences:

**Step 1: Enter the First Date**

Type the initial date in a cell.

**Step 2: Right-Click and Drag**

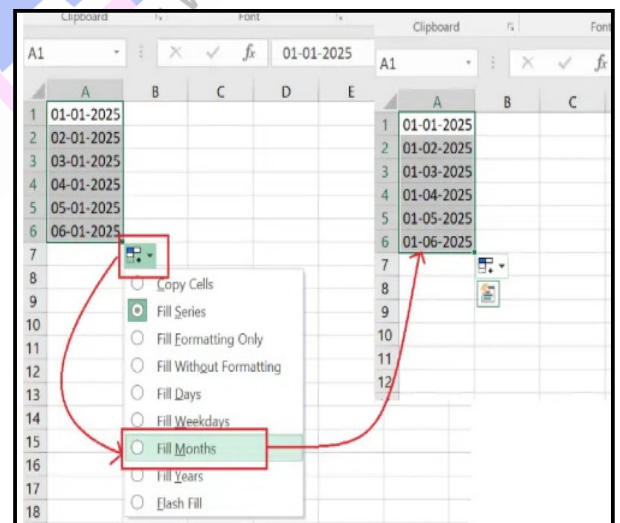
Right-click the fill handle and drag it to the desired range.

**Step 3: Choose an Option**

Release the mouse and select an option from the menu, such as Fill Days, Fill Weekdays, Fill Months, or Fill Years.

**How to Use Autofill in Microsoft Excel**

Enter the First Date>> Drag the Fill Handle >>Release the mouse and select an option



**How to Autofill Formulas in**

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**Excel**

Autofill in Excel simplifies copying formulas across rows or columns by automatically adjusting cell references. Follow these steps to use Autofill for formulas:

**Step 1: Enter a Formula**

Type a formula in a cell (e.g., =A1+B1 in cell C1).

**Step 2: Drag the Fill Handle**

However over the bottom-right corner of the cell until the plus (+) sign appears, then drag it down or across the desired range.

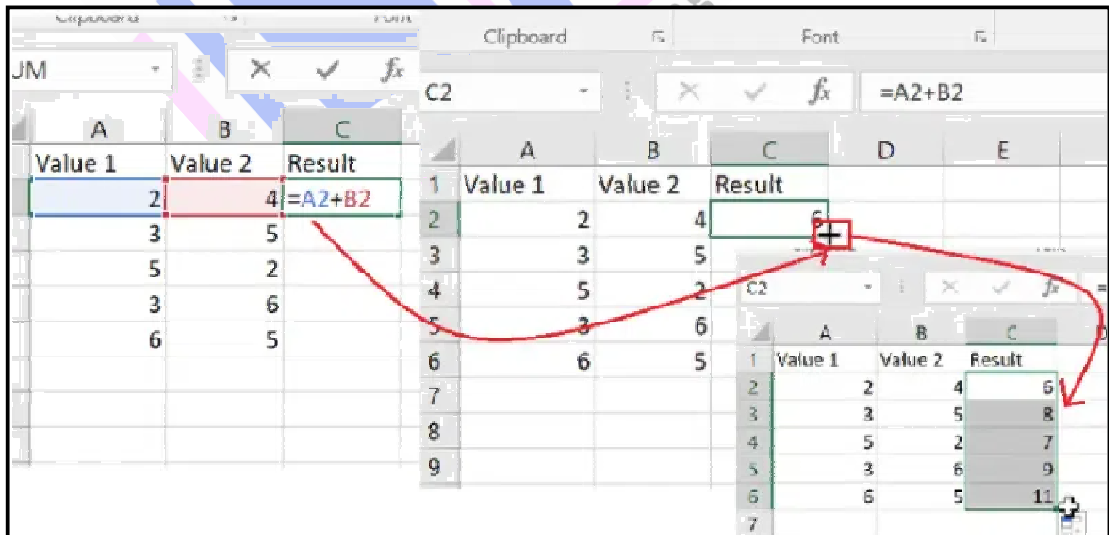
**Step 3: Excel Adjusts Automatically**

The formula will update for each row or column (e.g., =A2+B2, =A3+B3).

This feature saves time and ensures consistency when applying formulas to multiple cells.

How to Use Autofill in Microsoft Excel

Enter the Formula in Cell 1 >> Drag the Formula >> Preview Results



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**Assignment:**

**Make this Dataset Using Autofill Options.**

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ID	Date	Month	Year
1	01-01-2025	December	2024
2	02-01-2025	June	2023
3	03-01-2025	October	2020
4	04-01-2025	July	2021
5	05-01-2025	July	2021
6	06-01-2025	September	2021
7	07-01-2025	September	2022
8	08-01-2025	January	2023
9	09-01-2025	July	2021
10	10-01-2025	March	2021
11	11-01-2025	October	2023
12	12-01-2025	March	2021
13	13-01-2025	April	2020
14	14-01-	January	2022

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	2025		
15	15-01-2025	December	2021
16	16-01-2025	December	2024
17	17-01-2025	January	2021
18	18-01-2025	December	2022
19	19-01-2025	August	2024
20	20-01-2025	April	2024
21	21-01-2025	January	2024
22	22-01-2025	May	2023
23	23-01-2025	February	2022
24	24-01-2025	March	2023
25	25-01-2025	December	2022
26	26-01-2025	February	2023
27	27-01-2025	March	2020
28	28-01-2025	August	2021
29	29-01-2025	August	2024
30	30-	November	2022

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		01-2025		
31		31-01-2025	January	2023
32		01-02-2025	January	2022
33		02-02-2025	December	2021
34		03-02-2025	September	2022
35		04-02-2025	May	2022
36		05-02-2025	April	2022