

Course  
&  
Test Series

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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ICSE



NTSE



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**Filling Continuous Rows and Columns in MS Excel**

**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.

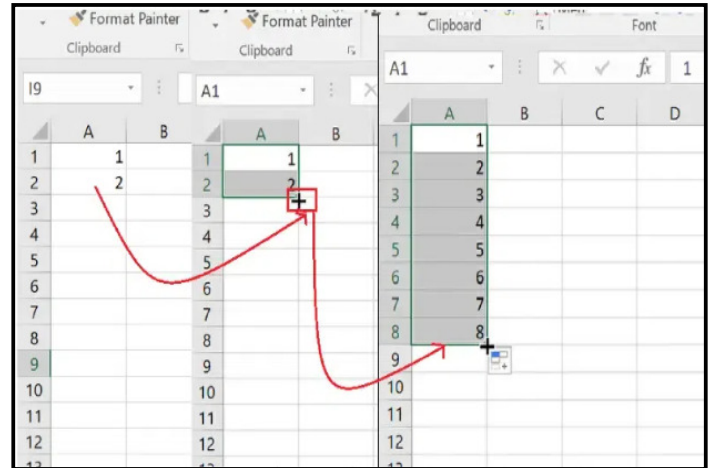
**Step 3: Drag the Fill Handle**

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**

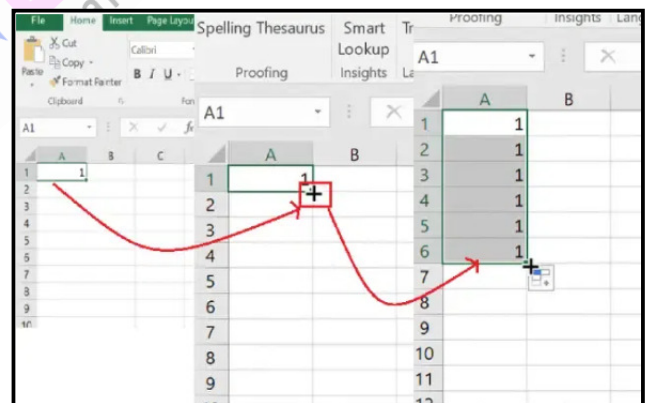
Type a number (e.g., 1) into a cell.

**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**

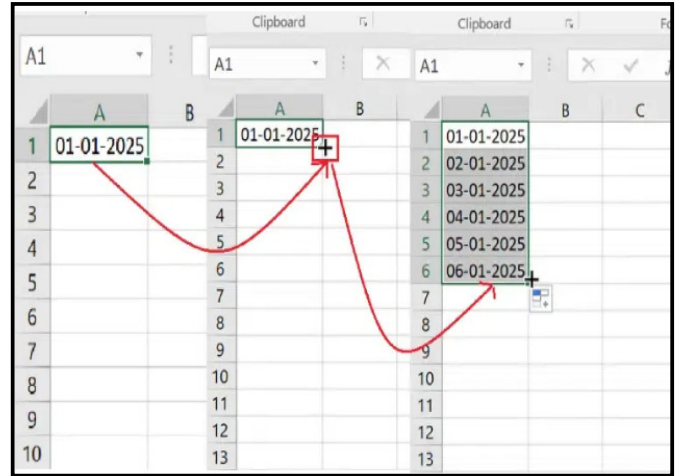
Type a date in a cell (e.g., 01/01/2023).

**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**

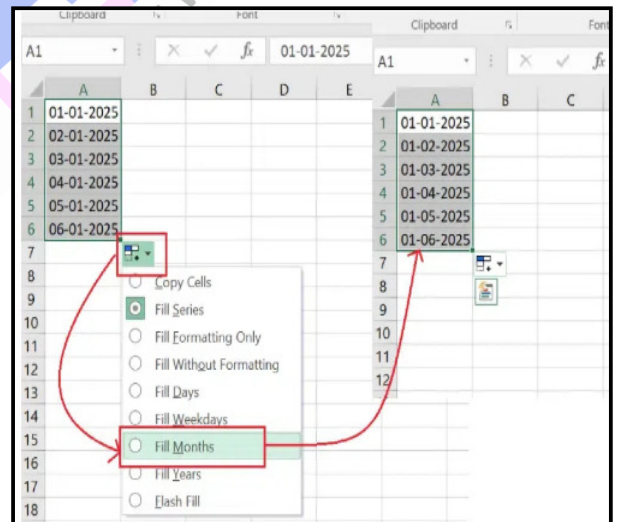
Type the initial date in a cell.

**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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**Assignment:**

**Make this Dataset Using Autofill Options:**

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-  **Central Govt. Service**
-  **State Govt. Services**
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ID	Date	Month	Year	Day of the Week
1	01-01-2025	December	2024	Monday
2	02-01-2025	June	2023	Friday
3	03-01-2025	October	2020	Tuesday
4	04-01-2025	July	2021	Sunday
5	05-01-2025	July	2021	Saturday
6	06-01-2025	September	2021	Friday
7	07-01-2025	September	2022	Thursday
8	08-01-2025	January	2023	Monday
9	09-01-2025	July	2021	Sunday
10	10-01-2025	March	2021	Wednesday
11	11-01-2025	October	2023	Sunday
12	12-01-2025	March	2021	Wednesday
13	13-01-2025	April	2020	Monday
14	14-01-2025	January	2022	Monday
15	15-01-2025	December	2021	Sunday
16	16-01-2025	December	2024	Wednesday
17	17-01-2025	January	2021	Monday
18	18-01-2025	December	2022	Thursday
19	19-01-2025	August	2024	Thursday
20	20-01-2025	April	2024	Friday
21	21-01-2025	January	2024	Monday
22	22-01-2025	May	2023	Monday
23	23-01-2025	February	2022	Monday
24	24-01-2025	March	2023	Monday
25	25-01-2025	December	2022	Saturday
26	26-01-2025	February	2023	Wednesday
27	27-01-2025	March	2020	Tuesday
28	28-01-2025	August	2021	Wednesday
29	29-01-2025	August	2024	Wednesday
30	30-01-2025	November	2022	Monday
31	31-01-2025	January	2023	Sunday
32	01-02-2025	January	2022	Thursday
33	02-02-2025	December	2021	Monday
34	03-02-2025	September	2022	Wednesday
35	04-02-2025	May	2022	Tuesday
36	05-02-2025	April	2022	Tuesday