

Using the Fill Command


Excel provides many ways to repeat information in many cells throughout a worksheet. The most convenient way to repeat information in contiguous cells is by using the *Fill* command. If the first cell contains a formula, the formula will be repeated in the additional cells. If the first cell contains text, the text will be repeated in the additional cells. You can allow Excel to automatically fill in the information for you, or you may choose to create custom patterns of information.

NOTE: If Excel recognizes a pattern in the information you entered, the additional cells will contain the next item in the pattern. For example, if the first cell contains the day Sunday, Excel will fill the following cells with Monday, Tuesday, etc. Other examples include filling months of the year and hours of the day.

Filling Cells

Filling Cells: Ribbon Option

This option is used to copy (repeat) the information from one cell to another. To extend the series, refer to the mouse option.

1. Type the information (cell contents or formula) in the first cell of the group
2. Starting with the cell containing the contents to be copied, select the group of cells to be filled
3. From the *Ribbon*, select the **Home** command tab
4. In the *Editing* group, click **FILL**  » select the appropriate option:

Down

repeats the contents of the first cell throughout the selected cells below it.

Right

repeats the contents of the first cell throughout the selected cells to the right of it.

Up

repeats the contents of the first cell throughout the selected cells above it.

Left

repeats the contents of the first cell throughout the selected cells to the left of it.

Across Worksheets

repeats the contents of the selected cells in another selected worksheet.

Series...

fills in data that is part of a pattern, rather than simply repeating the data across selected cells. This option brings up the *Series* dialog box, which allows you to select the type of pattern you would like to use.

EXAMPLE: If the first cell contains the day Sunday, Excel will fill the following cells with Monday, Tuesday, etc.

Justify

distributes text in the first selected cell throughout several selected rows.

NOTE: This option changes the contents of these cells by moving the data to fit within the new rows.

5. OPTIONAL: If you selected the *Series* option
 - a. In the *Series* dialog box, select the desired options:

Series in

determines whether the additional information will appear in a vertical line (rows) or in a horizontal line (columns).

Type

determines whether the additional information will differ from the previous entry by a specific interval (Linear), by multiplying the previous entry by a specific value (Growth), by creating a series of dates according to the selected date format (Date), or by automatically detecting what type of fill you would like to apply (AutoFill).

Date Unit

when *Date* is selected as the type, determines whether numbers are listed for each day (Day) for each day in the weekday (Weekday), for that day of every month (Month), or for that day of every year (Year).

Trend

when *Linear* or *Growth* is selected as the type, calculates the average difference between values existing in selected cells, and uses that difference to calculate the fill values.

Step Value

when *Linear* or *Growth* is selected as the type, determines the amount that the previous value is added to or multiplied by to come up with the results for the next cell. When *Date* is selected as the type, it determines how many dates should be skipped between each recorded value.

Stop Value

determines a value at which the series should no longer be continued.

6. Click **OK** the fill is applied.

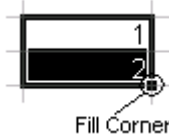
Filling Cells: Mouse Option

Using this option will extend the data in the series to the selected cells.

1. Type the information (cell contents or formula) in the first cell of the group
2. In this cell, move your pointer over the fill corner so your pointer changes into crosshairs

+

NOTE: For this option to work, you must ensure that the pointer changes into a crosshairs before filling.



3. Click and hold the crosshairs
4. Drag the mouse in the direction you want the information to be copied

NOTES:

You can drag the corner in any one direction; left, right, up, or down.

5. Release the mouse button the fill is applied.

Working with Custom Fills

Custom fills allow you to select what information you want repeated. For example, if you typed the VSU terms (Fall, Spring, and Summer) several times, custom fills allow you to automate the process. Using the regular *Fill* function, Excel would repeat "Fall" in all selected cells. With a custom fill, when you type Fall and use the *Fill* command, Spring and Summer will be entered in the adjacent cells. This feature is also handy when using Excel to create a grade book. For example, you could create a custom fill for letter grades (e.g., A, A-, B+, B, B-, and F).

Custom fills can be created from scratch or from an existing section of your worksheet. After creation, Excel will automatically apply your custom fills when using the *AutoFill* function.

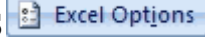
NOTES:

Custom fills will work consistently only with word lists.

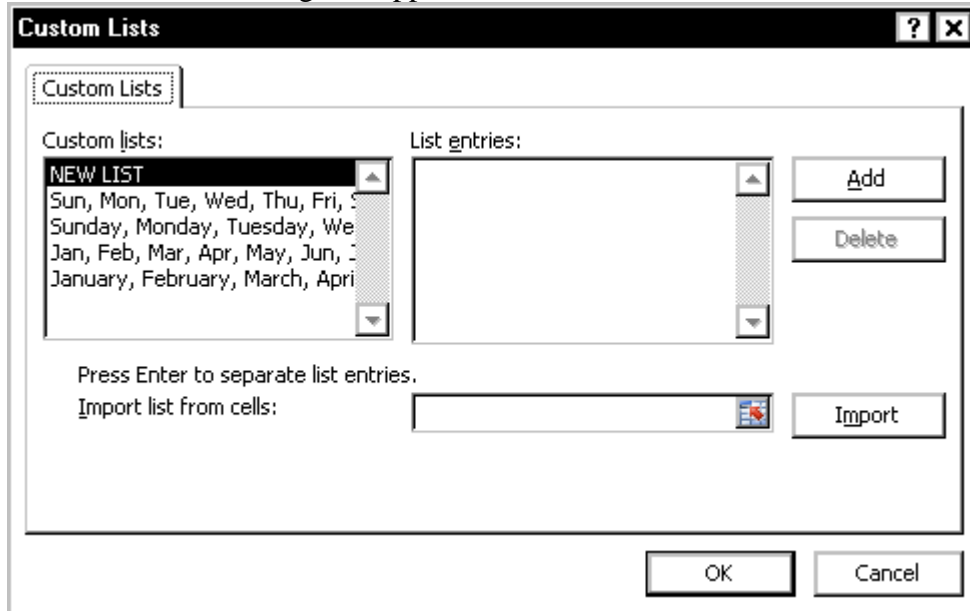
Lists of values do not work consistently.

Creating a Custom Fill



1. From the *Office Button* menu , click **EXCEL OPTIONS** the *Excel Options* dialog box appears.
2. From the *Categories* list, select **Popular** the dialog box refreshes to show the *Popular* options.

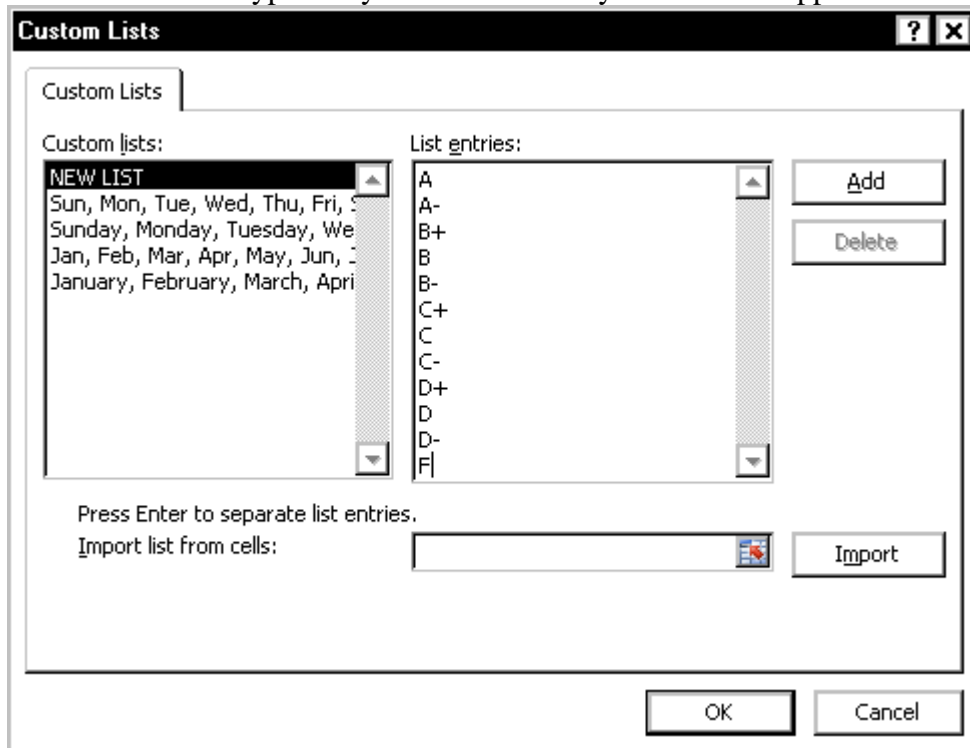
3. In the *Top options for working with Excel* section, click **EDIT CUSTOM LISTS...**
The *Custom Lists* dialog box appears.



4. In the *Custom lists* scroll box, select **NEW LIST**
5. In the *List entries* text box, type the information you want to be added in the custom fill, pressing [**Enter**] after each entry.

EXAMPLE: **A, A-, B+, B, B-, and F**

NOTE: Be sure to type every unit in the order you want it to appear.





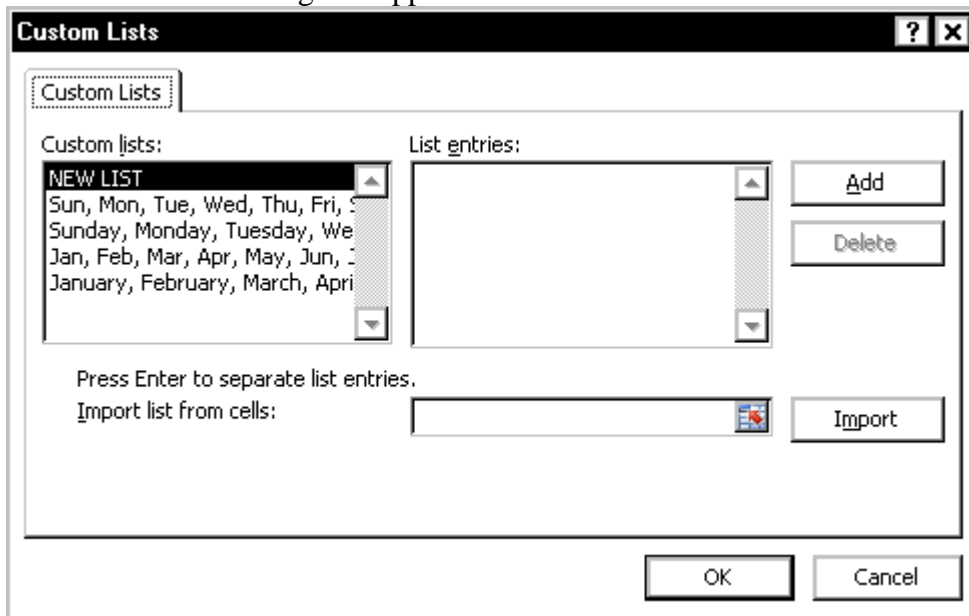
6. Click **ADD** your new entries appear in the *Custom Lists* scroll list.

7. Click **OK** the *Custom Lists* dialog box closes.
8. Click **OK** the *Excel Options* dialog box closes.

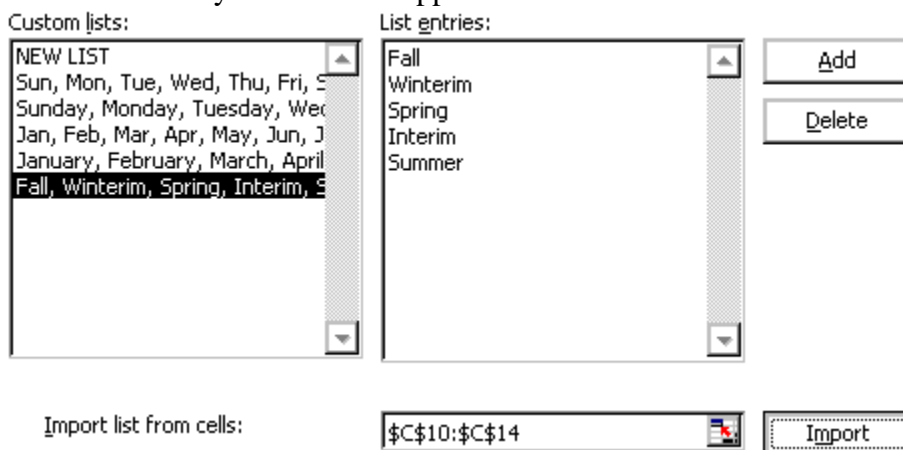
Importing Custom Fills

If you have a group of cells that contains information you would like to repeat elsewhere, you can create a custom fill from them.

1. Select the group of cells with the information you want to make into a custom fill
2. From the *Office Button* menu , click **EXCEL OPTIONS**  the *Excel Options* dialog box appears.
3. From the *Categories* list, select **Popular** the dialog box refreshes to show the *Popular* options.
4. In the *Top options for working with Excel* section, click **EDIT CUSTOM LISTS...** The *Custom Lists* dialog box appears.



5. Click **IMPORT** your selection appears in the *List entries* text box.



6. Click **OK** the *Custom Lists* dialog box closes.
7. Click **OK** the *Excel Options* dialog box closes.

Using a Custom Fill

1. To use your custom fill, place the cell pointer in any cell and type the first entry

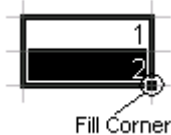
EXAMPLE: Type A

HINT: If you have created several custom fills that begin with the same entry, you may need to type the first two entries in the first two cells in order for Excel to know which fill you want to use.

2. In this cell, move your pointer over the fill corner so your pointer changes into crosshairs

+

NOTE: For this option to work, you must ensure that the pointer changes into a crosshairs before filling.



3. Click and hold the crosshairs
 4. Drag the corner in the direction you want the information to be copied
- NOTE: For more information about filling cells, refer to *Filling Cells: Mouse Option*.
5. Release the mouse button the cells will be filled with the information you provided.