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Auto-Fill and Projections

Excel 2013 allows you to auto-fill your data for the following types: copy text/data across multiple cells, add numbers across multiple cells (Linear Trend), increase by percentage across multiple cells (Growth Trend), fill a series such as day or month, and create your own fill series.

Auto-Fill Cells

To copy across multiple cells

1. Enter any number or text in a blank cell.
2. Select the black square, called a fill handle, in the bottom right corner.
3. The square changes to a black cross. Drag the fill handle in any direction.
4. The number/text in the original cell now appears in the additional cells.

To create a Linear Trend

1. Enter any number in a blank cell.
2. Enter a second number in an adjacent cell.
3. Select both cells and then select the black square, called a fill handle, in the bottom right corner.
4. The square changes to a black cross. Drag the fill handle in any direction.
5. The additional cells will be auto-filled with numbers of the same interval as the first set of numbers.

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>30</td>
</tr>
</tbody>
</table>

**Note:** If you start with three or more initial cells, rather than two, Excel will take the average of the difference between the original cells to complete the fill.

**To create a Growth Trend**

1. Enter any number in a blank cell.
2. Enter a second number in an adjacent cell.
3. Select both cells and then right-click the black square, called a fill handle, in the bottom right corner.

4. The square changes to a black cross. Drag the fill handle in any direction.

5. When the mouse is released, select **Growth Trend**.

6. The additional cells will be auto-filled with numbers that are the percentage difference between the first two numbers.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>4</td>
<td>8</td>
<td>16</td>
<td>32</td>
<td>64</td>
</tr>
</tbody>
</table>

**Note:** If you start with three or more initial cells, rather than two, Excel will take the average of the percentage difference between the original cells to complete the fill.
To auto-fill a series

1. Enter any month of the year, day of the week, or other list item into a blank cell.
2. Select the black square, called a fill handle, in the bottom right corner.

![Fill handle example]

3. The square changes to a black cross. Drag the fill handle in any direction.

![Fill handle example]

4. The additional cells will be auto-filled with the subsequent list items.

<table>
<thead>
<tr>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
</table>

Custom Fill Series

To create custom fill series

1. Select the File tab in the top left corner.

![File tab example]

2. Select Options.

![Options selection example]

3. Select Advanced.
4. Scroll down and select **Edit Custom Lists**.

5. Select **NEW LIST** under **Custom Lists**.

6. Under **List entries** enter the series you want to add.

7. Select **Add** and the new list will appear under Custom lists.

8. Select **OK** twice.