Prairie State College

Excel 2013:
Auto-Fill and Projections
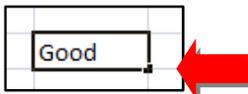
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Auto-Fill and Projections

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.
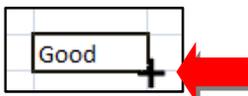
Auto-Fill Cells

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.
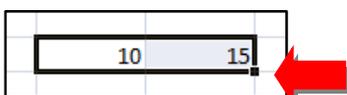

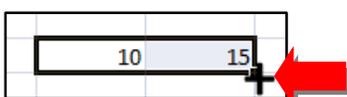4. The number/text in the original cell now appears in the additional cells.

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.

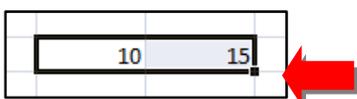4. The square changes to a black cross. Drag the fill handle in any direction.

5. The additional cells will be auto-filled with numbers of the same interval as the first set of numbers.

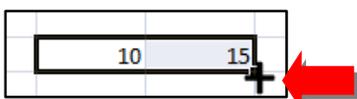| 10	15	20	25	30

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.
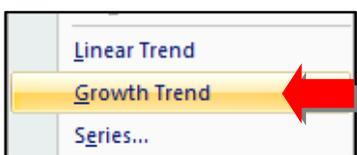
To create a Growth Trend

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.

10	15

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

10	15

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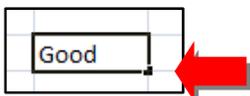
Linear Trend
Growth Trend
Series...

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

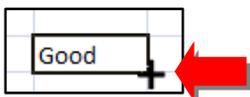| 1	2	4	8	16	32	64

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.

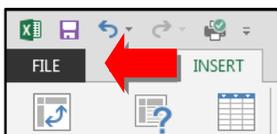3. The square changes to a black cross. Drag the fill handle in any direction.

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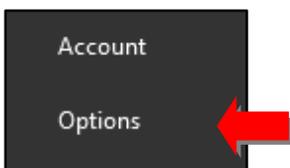

Custom Fill Series

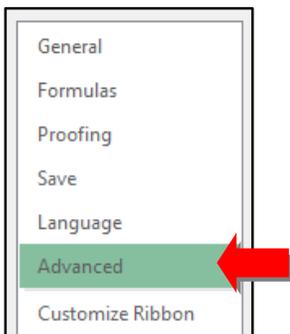**To create custom fill series**

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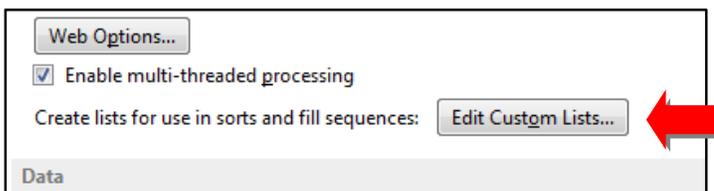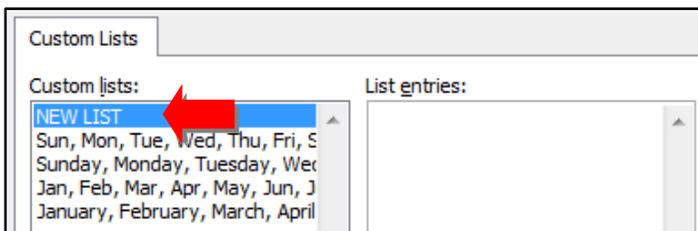

2. Select **Options**.

3. Select **Advanced**.

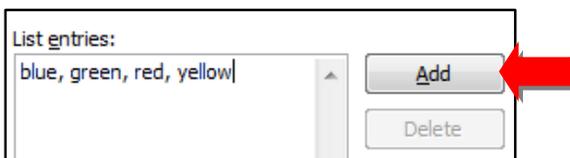4. Scroll down and select **Edit Custom Lists**.

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.