



Excel 2016: Auto-Fill and Projections

Table of Contents

Auto-Fill and Projections	1
Auto-Fill Cells	1
To copy across multiple cells.....	1
To create a Linear Trend.....	1
To create a Growth Trend.....	2
To auto-fill a series	3
Custom Fill Series	3
To create custom fill series	3

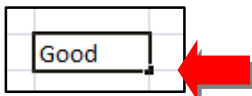
Auto-Fill and Projections

Excel 2016 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.

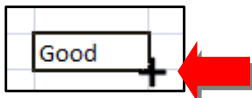
Auto-Fill Cells

To copy across multiple cells

1. Enter any number or text in a blank cell..
- 2.
3. 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.

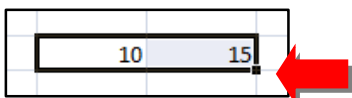


5. The number/text in the original cell now appears in the additional cells.

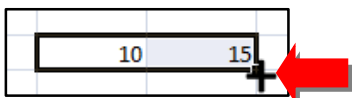
122	122	122	122	122
-----	-----	-----	-----	-----

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.



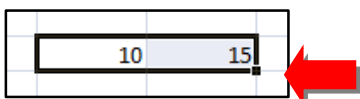
- The additional cells will be auto-filled with numbers of the same interval as the first set of numbers.

10	15	20	25	30
----	----	----	----	----

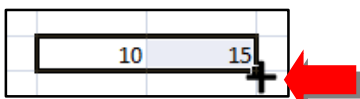
Note: If you start with three or more initial cells, rather than two, Excel will take the average of the difference between the original cells to complete the fill.

To create a Growth Trend

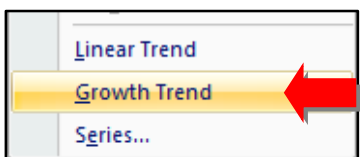
- Enter any number in a blank cell.
- Enter a second number in an adjacent cell.
- Select both cells and then right-click the black square, called a fill handle, in the bottom right corner.



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



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



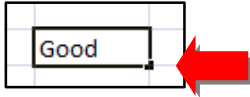
- The additional cells will be auto-filled with numbers that are the percentage difference between the first two numbers.

1	2	4	8	16	32	64
---	---	---	---	----	----	----

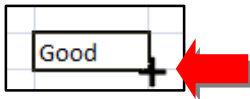
Note: If you start with three or more initial cells, rather than two, Excel will take the average of the percentage difference between the original cells to complete the fill.

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.



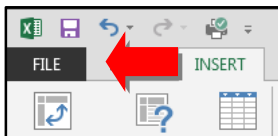
4. The additional cells will be auto-filled with the subsequent list items.

June	July	August	September
------	------	--------	-----------

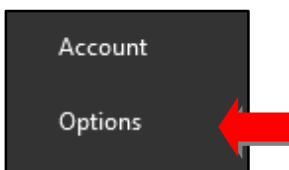
Custom Fill Series

To create custom fill series

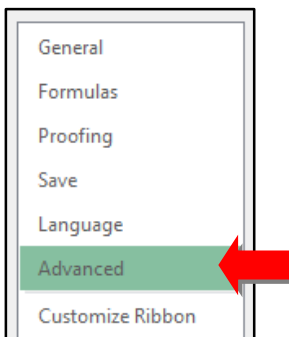
1. Select the **File** tab in the top left corner.



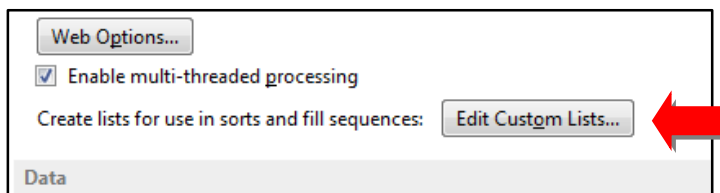
2. Select **Options**.



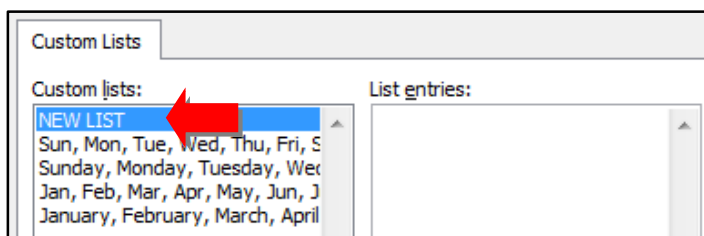
3. Select **Advanced**.



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



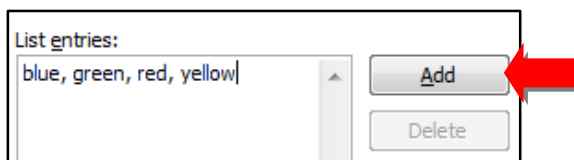
5. Select **NEW LIST** under **Custom Lists**.



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.