

Flash Fill

In Excel 2016, a feature called Flash Fill allows you to format additional cells based on the formatting of the first two cells in a column.

For General Format Cells

1. Enter the formatted text in the first cell.
2. Start entering the formatted text in the following cell.
3. Excel will provide a preview of the text formatted to match the previous cells.
4. Press **Enter** on the keyboard and Flash Fill will fill in the rest of the column.

Name	First	Last
doe, john	John	Doe
smith, jane	Jane	Smith
smith, william	William	
jack, Debbie	Debbie	
meus, esther	Esther	
bielat, david	David	

For Number Format Cells

1. Enter three lines of numbers formatted the correct way.
2. Select all the column cells to be formatted.
3. Excel will provide a preview of the formatted numbers.
4. Press **Enter** on the keyboard and Flash Fill will fill in the formatted numbers.

Note: If Excel isn't sure how to handle a particular cell, it will leave it blank. Enter the correctly formatted text and Excel will automatically fill in cells with similar formatting.