

Auto Fill

The Auto Fill feature fills cell data or series of data in a worksheet into a selected range of cells.

- If you want the same data copied into the other cells, you only need to complete one cell.
- If you want to have a series of data (for example, days of the week) fill in the first two cells in the series and then use the auto fill feature.

To use the Auto Fill feature:

- **Click the Fill Handle**
- **Drag the Fill Handle** to complete the cells

	A	B	C	D
1		Widgets	Customers	Sales
2	2-Jun			
3	4-Jun	2	4	
4	6-Jun			
5				

