

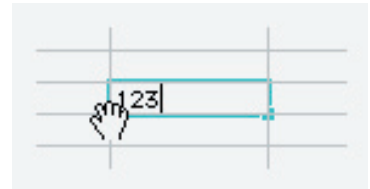


Drag-and-Drop

You can “drag-and-drop” contents from one cell to another. With drag-and-drop, you can either move or copy the contents of one or more cells to another location. Drag-and-drop copies formulas, functions, and formatting along with the contents of the cell.

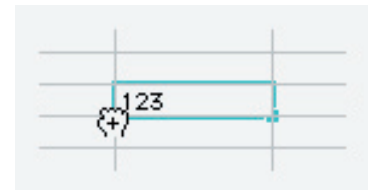
To move a selection with drag-and-drop:

- Select one or more cells and move the mouse pointer over the border; the pointer will change into a little hand
- Click the mouse button (the hand will “grab onto” the cell) and drag the cell(s) to another location



To copy a selection with drag-and-drop:

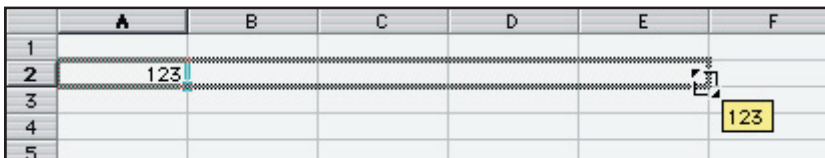
- Repeat the steps above while holding down the <option> key on the keyboard; the little hand will now have a “+” sign on it



Copying With Fill Handle

To copy and repeat the contents of one cell throughout a range of cells:

- Type a number into a cell
- Hover the mouse pointer over the bottom right corner of the cell (the Fill Handle); the pointer will change into a darkened plus sign



- Click and drag to select the desired range of cells

The contents of the first cell will now be copied into every cell within the selected range. This same technique can be used to copy cell contents throughout columns as well as rows.

Copying With Fill Command

To copy the contents of a cell, select the cell and drag to the end of the range to which you wish to copy the cell contents. For example:

- Type any number in cell B12
- Click on B12 and select the cells through G12
- Choose Edit> Fill> Right

The contents of B12 are repeated through G12.

The same process can be used to copy the contents of a cell down a column; after selecting a length of column, choose Edit> Fill> Down.

AutoFill

You can use the Fill Handle to create a series of numbers, dates, months, etc.

To automatically create a series of dates:

- Type a day, month, or year into a cell
- Click and drag the Fill Handle at the bottom right corner of the cell

	A	B	C	D	E
1					
2	Monday	Tuesday	Wednesday	Thursday	Friday
3					
4	January				
5					May
6					
7					

To create series of incremented numbers:

- Type a 1 into A1 and a 2 into B1
- Select the cell, then click and drag the Fill Handle

	1	2			

To set the increment value for a number series:

- Type any number into a cell (for example 3)
- Select the cell and the range of cells that will comprise the series
- Choose Edit> Fill> Series...

Series

Series in: Rows Columns

Trend:

Type: Linear Growth Date AutoFill

Date unit: Day Weekday Month Year

Step value: Stop value:

Cancel OK

- Type a value into the Step Value box (again, for example 3)
- Click **OK**

A series of numbers in steps of three is inserted into the selected cells

	3	6	9	12	15	18
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