



## Copying With the Fill Handle

To copy the contents of a cell, use the **Fill Handle**. For example:

- Type any number in cell B12 and select the cell
- Move the pointer over the **Fill Handle** (the small black square in the lower right hand corner of the selected cell)

The pointer turns into a solid plus.

- Click and drag to G12

The contents of B12 are repeated through G12.

- Type any number in cell D5
- Move the pointer over the **Fill Handle**
- Click and drag to D12

## Drag-and-Drop

Another method to copy is referred to as Drag-and-Drop. Drag-and-Drop copies the contents of the cell(s); this includes formulas, functions and formatting.

- Select the cell(s) and then point to the cell's border - the pointer changes to two double-headed arrows
- Hold down the <Ctrl> key

A small plus sign appears by the arrow.

- While holding down the <Ctrl> key, click and drag to the new location
- Release the <Ctrl> key and the mouse button

The contents of one cell can be moved to another cell using the same method. Without holding down the <Ctrl> key, select, click on the border and drag; release.

## AutoFill

A series of numbers, dates, months, etc., can be created by dragging the Fill Handle in the selected cell. For example, if you type January in cell A3, by dragging on the Fill Handle to cell L3, Excel will automatically fill in the months February through December. If you have a cell entry '1st Quarter', the AutoFill feature will fill in 2nd Quarter, 3rd Quarter and 4th Quarter. If you drag beyond four cells, Excel begins repeating with 1st Quarter.

	A	B	C	D	E	F	G
1							
2							
3		January	February	March	April	May	June
4							
5		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	1st Quarter	2nd Quarter
6							
7		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8							

To specify a series of numbers, e.g., 2, 4, 6, 8, etc:

- Type 2 in the first cell and 4 in the next cell
- Select the two cells
- Position the pointer on the **Fill Handle** in the second cell
- Drag the **Fill Handle** over the range you want repeated

