



Using Auto Fill in Excel

Quick Reference Guide



What is Auto Fill

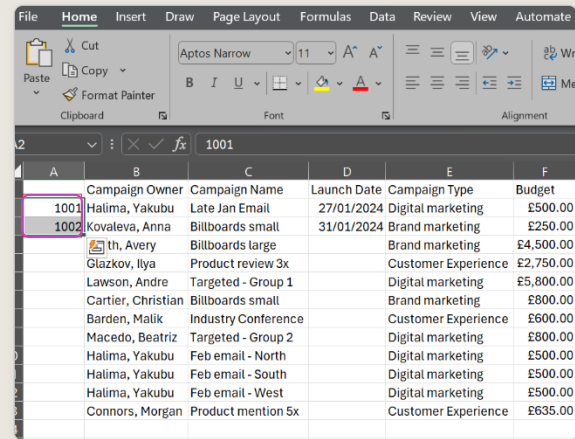
Auto Fill in Excel is a time-saving feature that automates repetitive data entry tasks by recognising patterns and completing sequences for you. Whether you're entering dates, numbers, or text, Auto Fill helps you quickly populate rows or columns with just a few clicks. It's perfect for reducing manual work, ensuring consistency, and speeding up your workflow, so you can focus on more important tasks.

How to Use Flash Fill

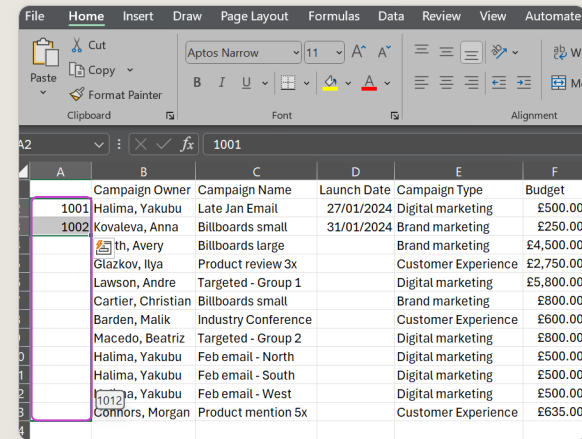
Start by entering the initial data or pattern in a cell. Highlight the sequence, a small square in the bottom-right corner of the selected cell will appear called a fill handle. The mouse pointer changes into a thin black plus sign, resembling a crosshair. This indicates that the Auto Fill feature is ready to be used.

Then, click and drag the fill handle — the small square at the bottom-right corner of the selected cell — across the cells you want to populate.

Excel will automatically recognise the pattern and fill in the selected range for you.



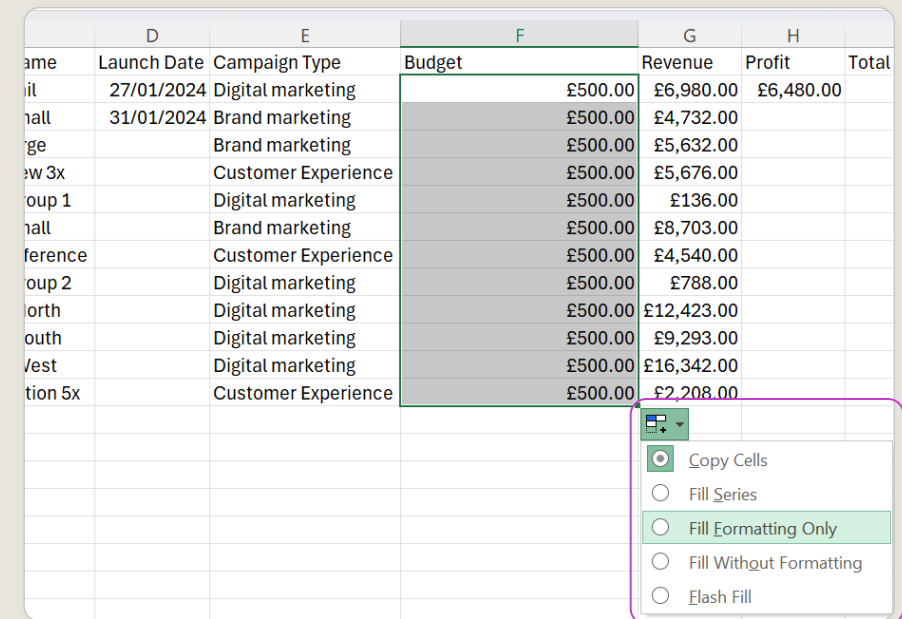
	Campaign Owner	Campaign Name	Launch Date	Campaign Type	Budget
1001	Halima, Yakubu	Late Jan Email	27/01/2024	Digital marketing	£500.00
1002	Kovaleva, Anna	Billboards small	31/01/2024	Brand marketing	£250.00
	Glazkov, Ilya	Product review 3x		Brand marketing	£4,500.00
	Lawson, Andre	Targeted - Group 1		Customer Experience	£2,750.00
	Cartier, Christian	Billboards large		Digital marketing	£5,800.00
	Barden, Malik	Industry Conference		Brand marketing	£800.00
	Macedo, Beatriz	Targeted - Group 2		Customer Experience	£600.00
	Halima, Yakubu	Feb email - North		Digital marketing	£800.00
	Halima, Yakubu	Feb email - South		Digital marketing	£500.00
	Halima, Yakubu	Feb email - West		Digital marketing	£500.00
	Connors, Morgan	Product mention 5x		Customer Experience	£635.00



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Fill Formatting

Once the fill is complete an AutoFill option box appears, where optionally you can choose to Fill Formatting only.



	D	E	F	G	H	I
name	Launch Date	Campaign Type	Budget	Revenue	Profit	Total
ail	27/01/2024	Digital marketing	£500.00	£6,980.00	£6,480.00	
hall	31/01/2024	Brand marketing	£500.00	£4,732.00		
ge		Brand marketing	£500.00	£5,632.00		
ew 3x		Customer Experience	£500.00	£5,676.00		
oup 1		Digital marketing	£500.00	£136.00		
hall		Brand marketing	£500.00	£8,703.00		
ference		Customer Experience	£500.00	£4,540.00		
oup 2		Digital marketing	£500.00	£788.00		
orth		Digital marketing	£500.00	£12,423.00		
outh		Digital marketing	£500.00	£9,293.00		
vest		Digital marketing	£500.00	£16,342.00		
tion 5x		Customer Experience	£500.00	£2,208.00		

☒ Copy Cells
☐ Fill Series
☐ Fill Formatting Only
☐ Fill Without Formatting
☐ Flash Fill