



Using Auto Fill in Excel

Quick Reference Guide



What is Auto Fill

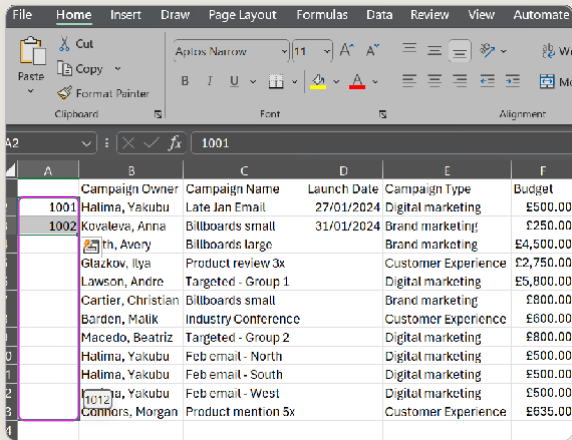
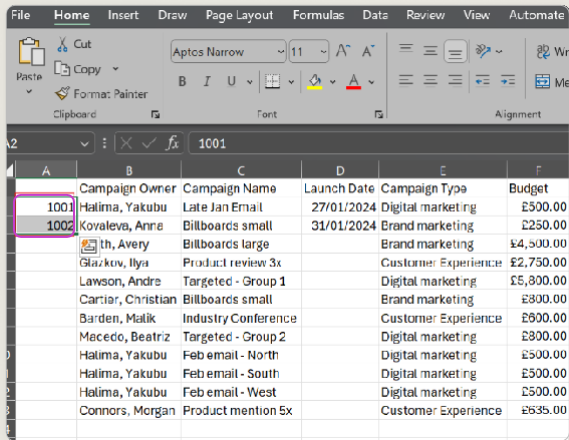
Auto Fill in Excel is a time-saving feature that automates repetitive data entry tasks by recognising patterns and completing sequences for you. Whether you're entering dates, numbers, or text, Auto Fill helps you quickly populate rows or columns with just a few clicks. It's perfect for reducing manual 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.



Fill Formatting

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

