Look in the lower-right corner of the selection for a small black square. That's the fill handle. When you point at the fill handle, the mouse pointer turns to a thin black cross. Drag in any direction to begin filling in values.

Incrementing a series of Numbers or Dates

What kind of list can you create using AutoFill? The answer depends on what you enter in the first cell A Table shows what you can expect when you use AutoFill

Using AutoFill to Create a List

Start with this value	To Fill in this List	Examples
April	Months	April, May , June,…..
Jan	Abbreviated months	Jan, Feb , Mar,……..
Thursday	Days of the week	Thursday, Friday ,….
30-May	Date series	30-May , 1-May,1-Jun…..
Q3	Calendar quarters	Q3,Q4,Q1,……
Chapter 1	Any text plus a number	Chapter1,chapter2,……

Customizing AutoFill

When you click the fill handle and drag, the selection gets bigger and includes more cells. When you release the mouse button, Excel fills every cell in the selection with values.

- Click in the cell above the first column and enter the first item in the list , Jan.

- Click in the cell that contains Jan to make active, and then point to its fill handle. When the mouse pointer turns to a black cross, hold down the left mouse button and drag the selection to the right across the row.

- As you drag, watch for Screen Tips, which display the values AutoFill will enter in the selection.

- When the selection includes 12 cells, release the left mouse button.

If you enter a single number in the first cell and then drag the fill handle, Excel simply repeats the value in every cell you select. AutoFill behaves the same way if you enter text, like ABC. To force AutoFill to enter a simple series of numbers, hold down the Ctrl key as you drag-you will see a plus sign next to the fill handle to signal that you have changed to a new autofill mode. Your list starts with the original number and increases by one throughout the selection.

What do you do when you want to count by twos, tens, or millions? If you select two or more cells at the beginning of a list that uses a special increment (like 2,4,6 or 10,20,30) and then drag fill handle, Excel uses that increment to AutoFill the selected area. You can also enter a date series such as every other day or every fourth month. So if you want to count by 10s, enter the numbers 10 and 20 in adjacent cells, and then select both cells and drag the fill handle to extend the selection; AutoFill adds 30,40,50, and so on. If you enter Jan and Mar in adjacent cells, then select both cells and drag the AutoFill handle, Excel adds Ju1 and Oct and starts over with Jan.

9.5 Editing Worksheet Data

Changing or Erasing Value and Text

Because of the nature of worksheets, erasing worksheet data differs from erasing word processing data. Other information on the worksheet can heavily depend on the erased data, as you see in the next hour's lesson. When you want to erase a cell or selection content, first decide which of the following kinds of erasure you want to perform.

- Erase the selection and send the contents to the Clipboard

- Clear only a portion of the selection, such as its formatting, comment, or data value.

- Completely erase the selection and all formatting and notes attached to the selection.

- Erase the selected cells and their position so that other cells in the row move left or cells below move up.

  If you want to delete the selected cell's data, press Delete, Excel 2000 retains any formatting and comments that you had applied before you deleted the data.

If you want to more selectively erase a cell, select the Edit, Clear command and select from one of the five options listed here.

- The All option delete the entire selection, including the contents, format, and attached comments

- The Formats option erases only the selection's format; you can get rid of a cell's special formatting and revert to a general format without changing or erasing the contents of the cell.

- The Contents option deletes the cell contents but leaves the formatting and comments intact.

- The Comments option deletes any special comments that appear in the selected cells.

- The Hyperlinks option removes any Internet-based references within the cell.

9.6 Short Summary

- ♣ Excel 2000 has been called a Word Processor for Numbers

- ♣ A Workbook is a collection of Worksheets stored in a single file

- ♣ A Worksheet is an Excel 2000 table-like document containing rows and columns that holds data and formulas.

- ♣ You can use AutoFill to enter the days of the week, months of the year , any series of numbers or dates, and even custom lists that you create.

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Lecture 10

Microsoft Excel

Objectives

In this Lecture you will learn the following:

- Working With Worksheets

- Working With Ranges

- Types Of Ranges

- Working With Function