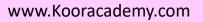


Autofill

- □ It fill an adjacent group of cells with the same text or numbers, or with text or numbers that form a series.
- □ Both require you to first highlight a range of cells, starting will the cell containing the text or numbers you want copied to the other cells.
- Put the mouse pointer over the bottom right-hand corner of the cell until it's a black plus sign.
- Click and hold the left mouse button, and drag the plus sign over the cells you want to fill.
- ❑ And the series is filled in for you automatically using the AutoFill feature.

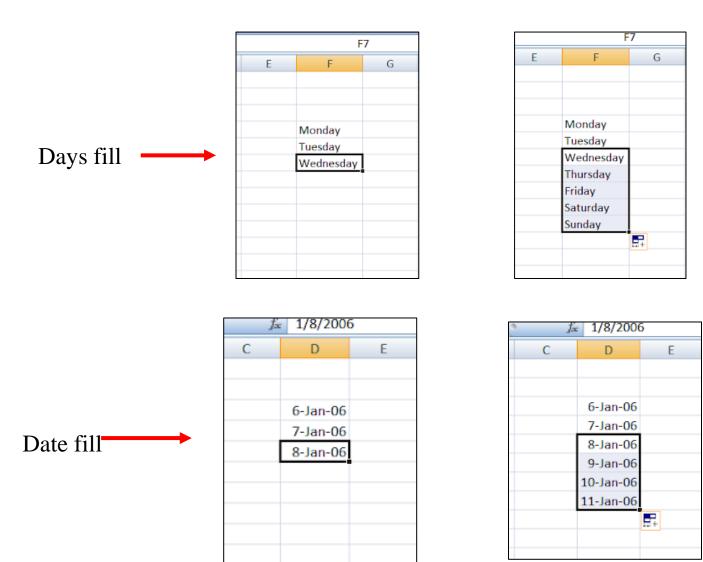
	F6							
	С	D	E	F	G	Н		
1								
2								
3				1				
4				2				
5				3				
6				4				
7								
8								
9								
10								





	С	D	E	F	G	Н		
2								
3				1				
4				2				
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6				4				
7				5				
8				6				
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10				8				
11					F . -			
12		C	Copy Cel	ls				
13			-					
14			-					
15				Fill Formatting Only				
16		0	rin with	Fill Without Formatting				
17								

Numbers fill





Clear

- This Excel command can clears content, formats, comments, and hyperlinks from the selected cells.
- To clear all contents, formats, and comments that are contained in the selected cells, click Clear All.
- To clear only the formats that are applied to the selected cells, click
 Clear Formats.
- □ To clear only the contents in the selected cells, leaving any formats and comments in place, click **Clear Contents.**
- □ To clear any comments or notes that are attached to the selected cells, click **Clear Comments.**

