



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 with 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.

	C	D	E	F	G	H
1						
2						
3					1	
4					2	
5					3	
6					4	
7						
8						
9						
10						





	C	D	E	F	G	H
2						
3					1	
4					2	
5					3	
6					4	
7					5	
8					6	
9					7	
10					8	
11						
12						
13						
14						
15						
16						
17						

Context menu options:

- Copy Cells
- Fill Series
- Fill Formatting Only
- Fill Without Formatting

Numbers fill

Days fill



F7		
E	F	G
	Monday	
	Tuesday	
	Wednesday	

F7		
E	F	G
	Monday	
	Tuesday	
	Wednesday	
	Thursday	
	Friday	
	Saturday	
	Sunday	

Date fill



1/8/2006		
C	D	E
	6-Jan-06	
	7-Jan-06	
	8-Jan-06	

1/8/2006		
C	D	E
	6-Jan-06	
	7-Jan-06	
	8-Jan-06	
	9-Jan-06	
	10-Jan-06	
	11-Jan-06	





Clear

- ❑ This Excel command can clear 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**.

