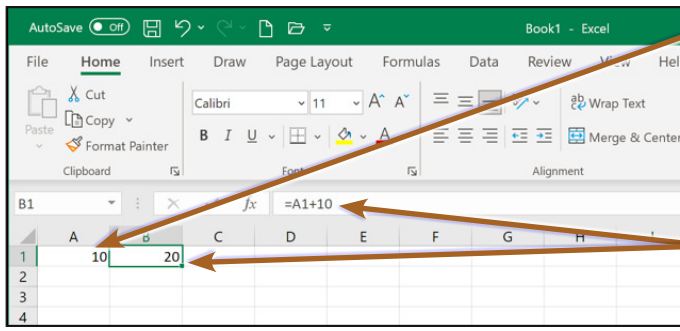# Copying Cell Data

In this chapter you will learn about COPYING which is one of Microsoft Excel's most useful features. It allows you to enter a formula, label or value once and copy the cell contents to as many other cells as required.

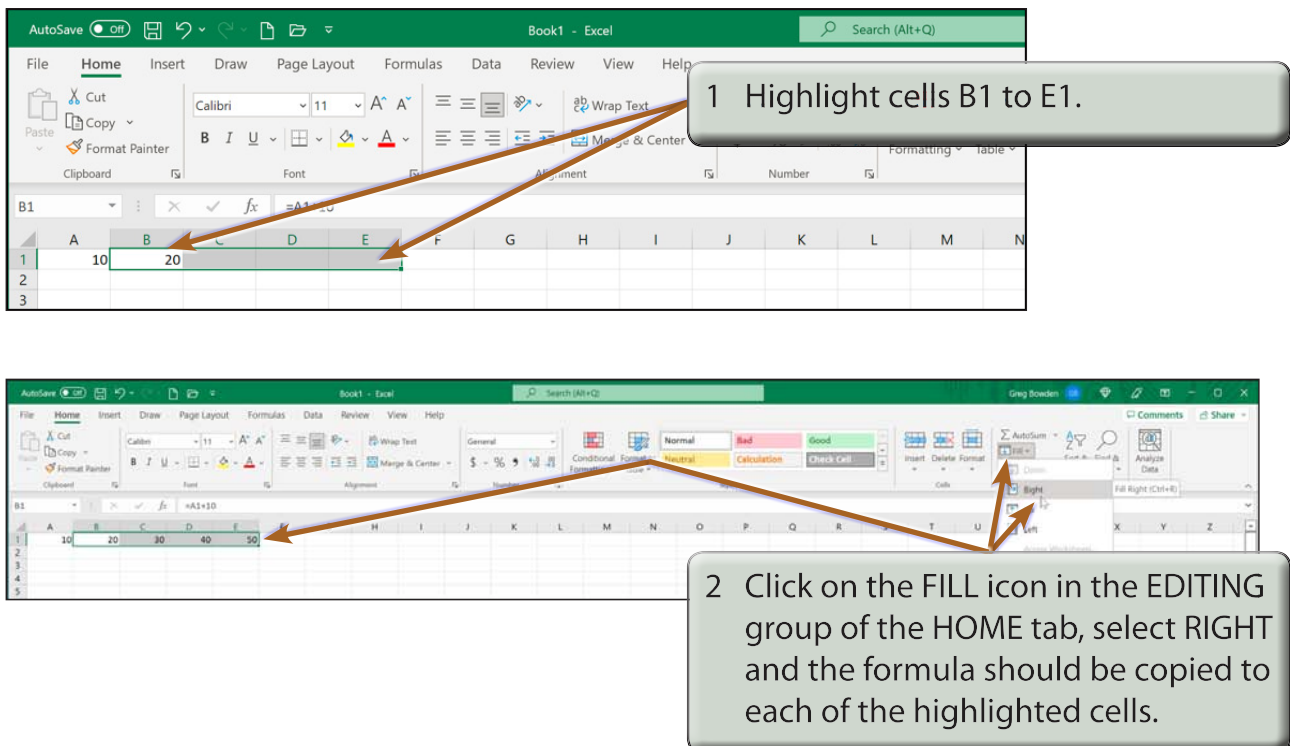1　Load Microsoft Excel or close the current file and start a new BLANK WORKBOOK.

2　In cell A1 enter the value: 10

3　Move the cursor to cell B1 and enter the formula:
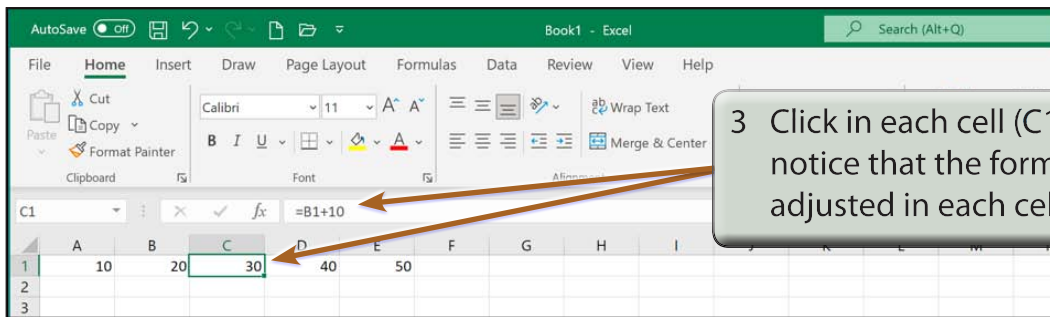
$$=A1 + 10$$

Fill Right

Suppose that we want a similar formula in the next 3 cells. Instead of having to go to each cell in turn and entering the formula, Excel provides you with a short cut.
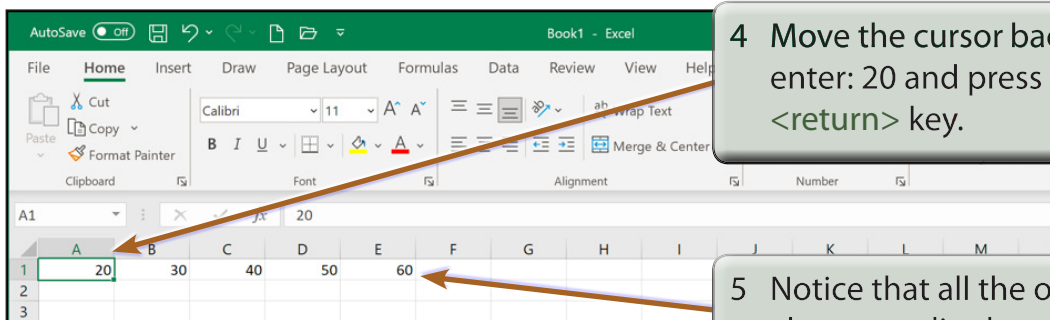

1　Highlight cells B1 to E1.

2　Click on the FILL icon in the EDITING group of the HOME tab, select RIGHT and the formula should be copied to each of the highlighted cells.

3 Click in each cell (C1, D1, E1) and notice that the formula has been adjusted in each cell.

NOTE: **This is called RELATIVE COPYING and it means that the structure of the formula is copied; that is, one column back in the same row plus 10.**
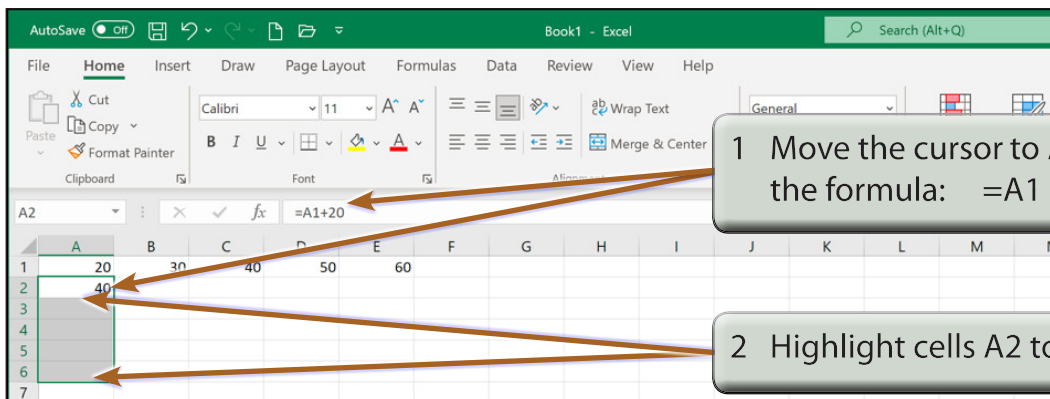

4 Move the cursor back to cell A1, enter: 20 and press the \<enter\> or \<return\> key.

5 Notice that all the other values alter accordingly.
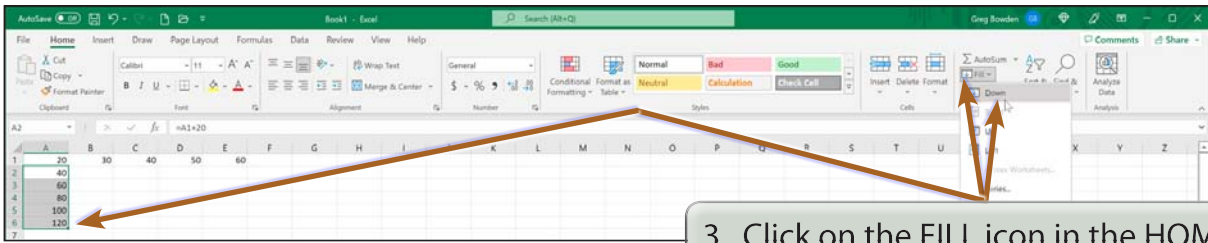
Fill Down
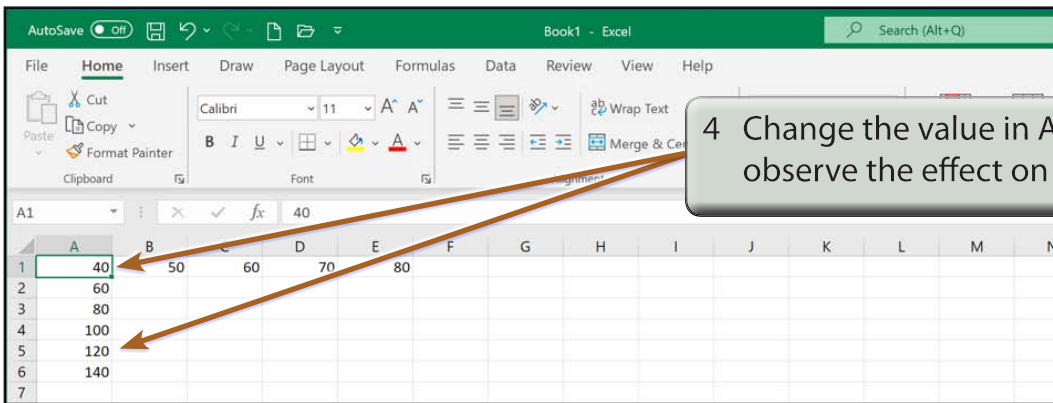
You can also fill cells down.

1 Move the cursor to A2 and enter the formula: =A1 + 20
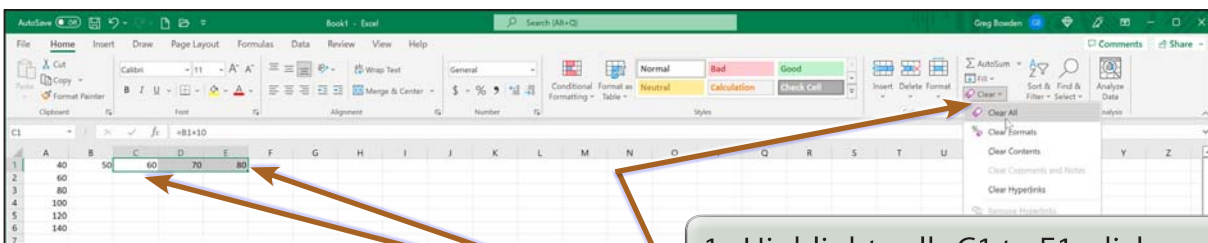
2 Highlight cells A2 to A6.

3   Click on the FILL icon in the HOME tab, select DOWN and the formula should be copied to the other 4 highlighted cells.
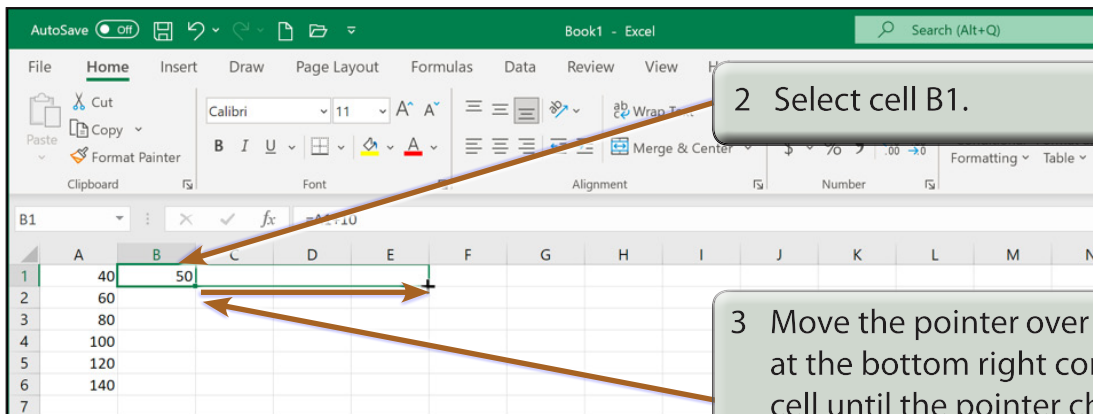

4   Change the value in A1 to 40 and observe the effect on the other cells.

Autofill

AUTOFILL enables you to fill cells by simply dragging a 'handle'.

1   Highlight cells C1 to E1, click on the CLEAR icon in the EDITING group of the HOME tab and select CLEAR ALL to clear the cell contents.

2   Select cell B1.

3   Move the pointer over the 'handle' at the bottom right corner of the cell until the pointer changes to a + and drag the 'handle' to the cell E1.

4   Click on the cell A2 and AUTOFILL it down to A10 by dragging its AUTOFILL 'handle' down.