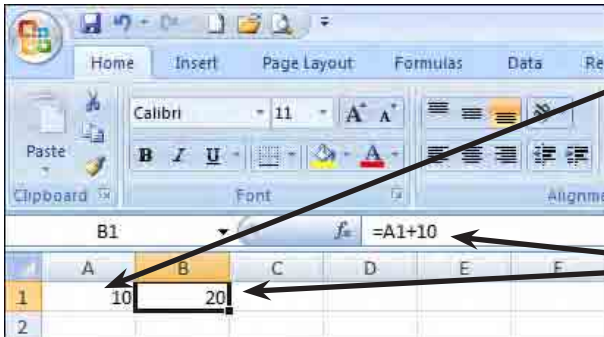# Copying Cell Data

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.

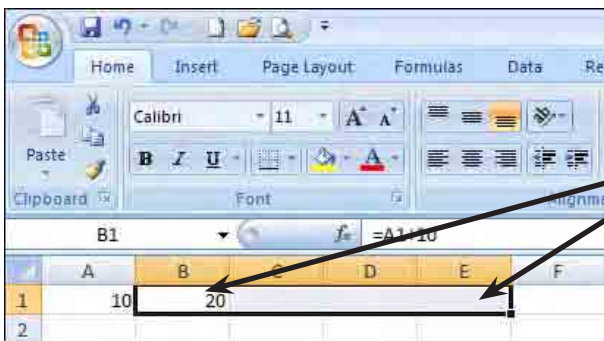1 Load Microsoft Excel, or close the current file and start a new workbook.

2 In cell A1 enter the value: 10

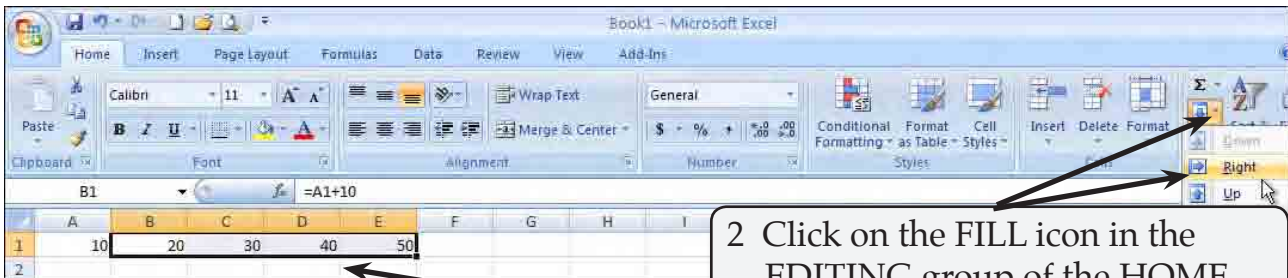3 Move the cursor to cell B1 and enter the formula:
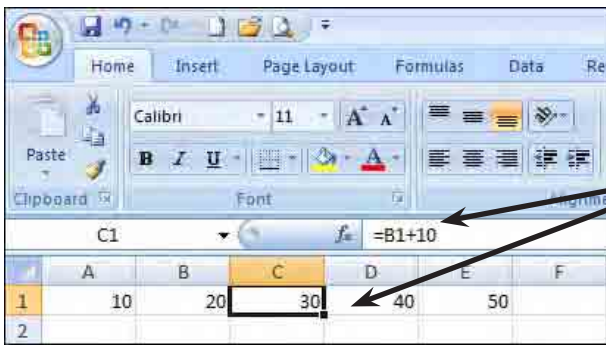
$$=A1 + 10$$

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 enter the formula, Excel gives you a short cut.
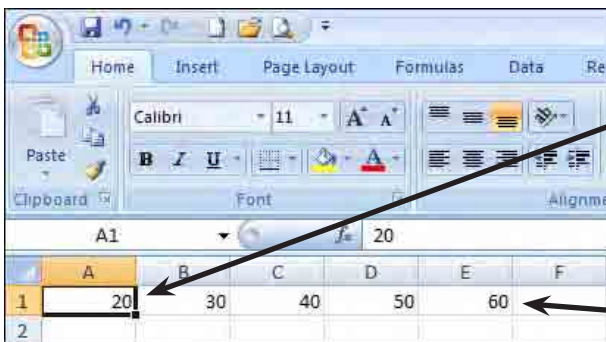
1 Highlight cells B1 to E1.

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 for each.

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.**
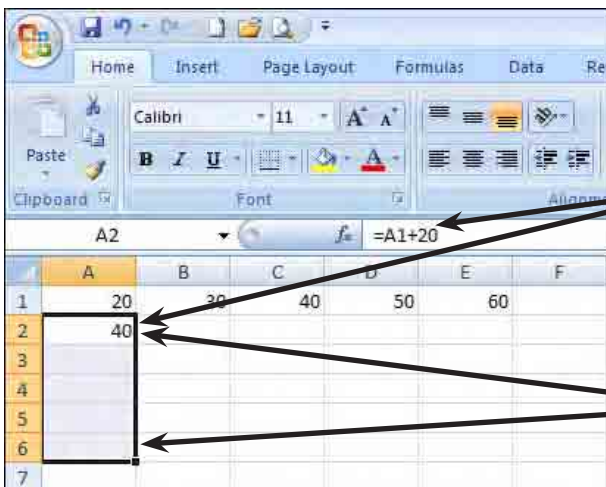

4 Move the cursor back to cell A1, enter: 20 and press the <enter> key.

5 Notice that all the other values alter accordingly.
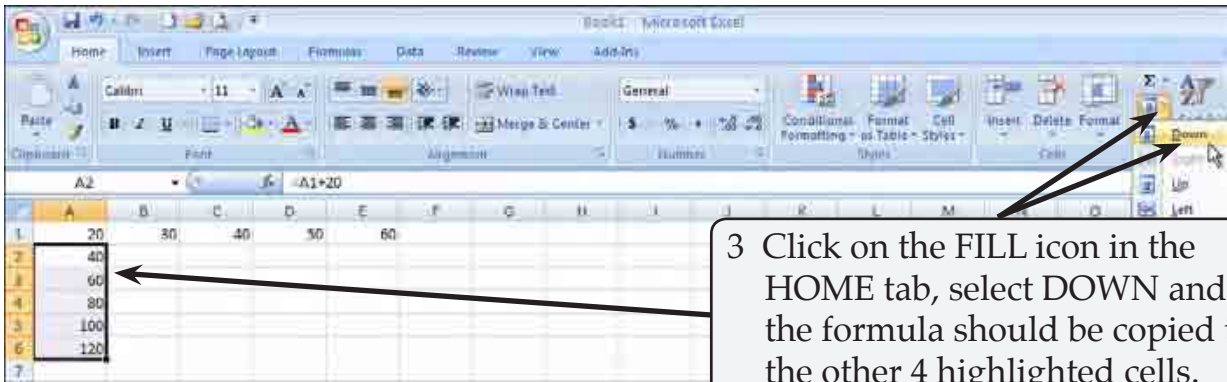
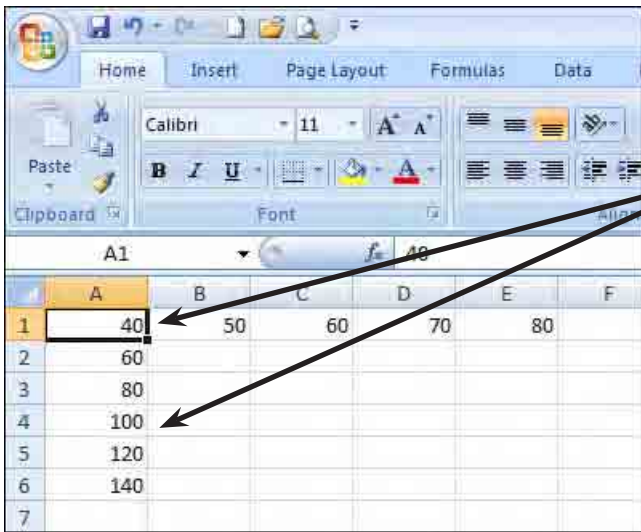## Fill Down

You can also fill cells down.

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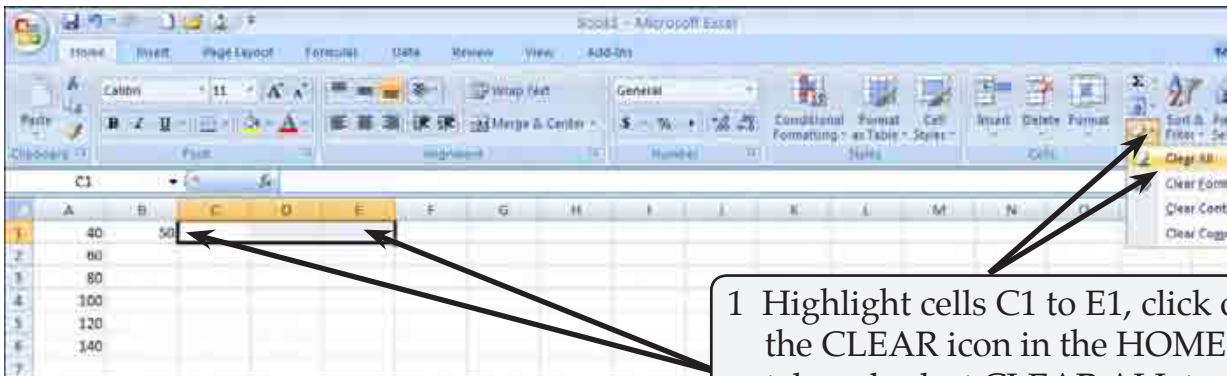
2 Highlight cells A2 to A6.

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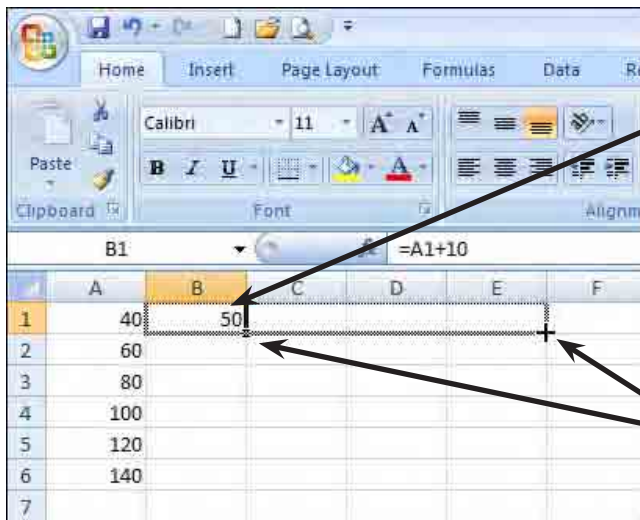

4 Change the value in A1 to 40 and observe the effect on the other cells.

Autofill

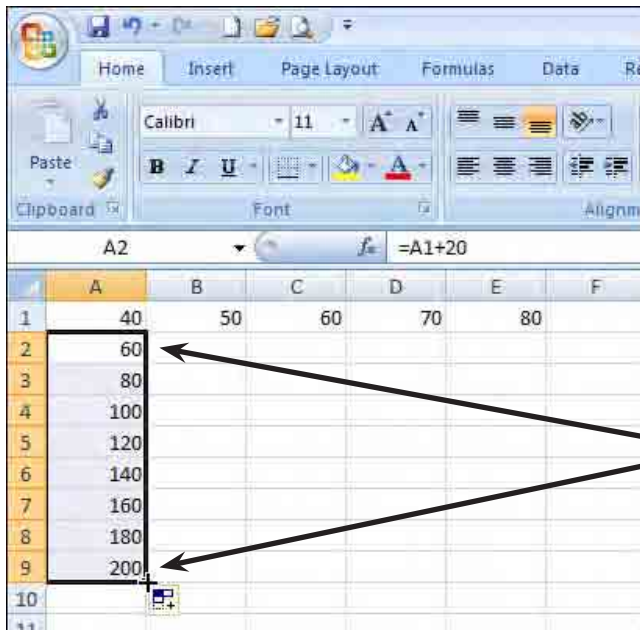AUTOFILL enables you to fill cells by simply dragging a 'handle'.

1 Highlight cells C1 to E1, click on the CLEAR icon in the 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 it changes to a + and drag the 'handle' to the cell E1.

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

Autofill Options

When you autofill cells an options palette is provided at the end of the last highlighted cell. This palette allows to select what is autofilled - cells, cells with formats or cells without formats.
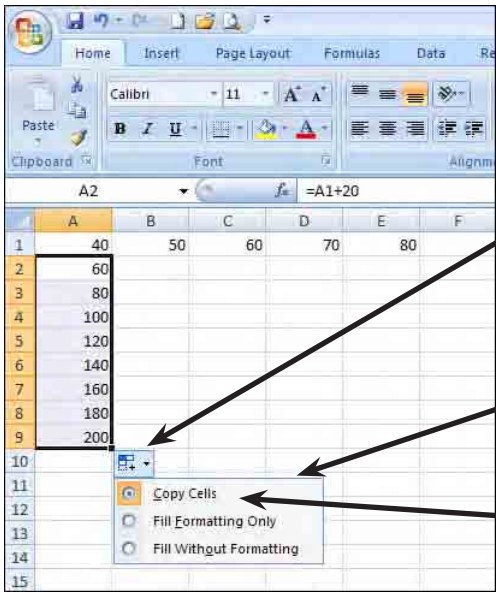
1 Position the cursor over the AUTOFILL palette and its arrow should be displayed.

2 Click on the arrow and the AUTOFILL OPTIONS will be displayed.

3 Leave COPY CELLS selected for now.

Fill Series

Microsoft Excel is set up to fill a series of values or labels such as days of the week or months of the year. This can be done manually using FILL - SERIES from the FILL icon in the HOME tab of the RIBBON, or by using the AUTOFILL 'handle'.

1   Close the current workbook without saving and start a NEW one.
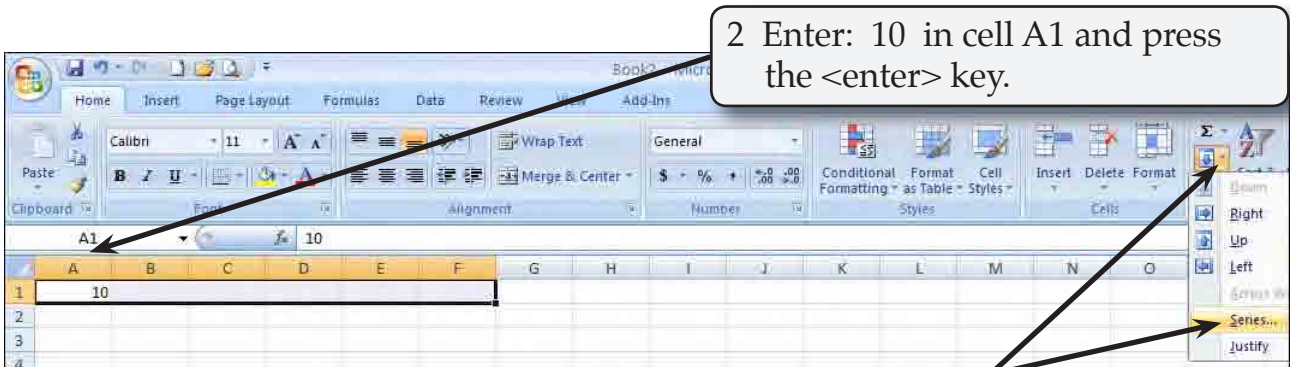
2 Enter: 10 in cell A1 and press the <enter> key.

3 Highlight cells A1 to F1 then click on the FILL icon in the HOME tab and select SERIES.