

## **Microsoft Excel 2007**

Remember to use the **Fill Handle** if you are repeating the same function.

- 1. Perform the calculation (eg. Place the result in the cell, E2)
- 2. Double click on the **Fill Handle** at the bottom right corner of the cell (eg. E2). (When you mouse over the corner, the cursor becomes a black cross sign.)

	E2 🗸 (		fx =SUM(	B2:D2)		-
	А	В	С	D	E	
1	City	Janurary	Feburary	March	Quarter Total	
2	Auckland	4	5	5	14	Double click Fill
3	Hamilton	6	4	5	*****	• Handle!
4	Palmerston North	10	5	9		
5	Wellington	5	1	2		
6	Christchurch	2	4	11		
7	Dunedin	8	8	5		
8	Queenstown	13	5	5		

## 3. The result appears.

E2 ▼ ( <i>f</i> =SUM(B2:D2)								
	А	В	С	D	E			
1	City	Janurary	Feburary	March	Quarter Total			
2	Auckland	4	5	5	14			
3	Hamilton	6	4	5	15			
4	Palmerston North	10	5	9	24			
5	Wellington	5	1	2	8			
6	Christchurch	2	4	11	17			
7	Dunedin	8	8	5	21			
8	Queenstown	13	5	5	23			
9								

## (Formula view version of the below)

ABCDE1CityJanuraryFeburaryMarchQuarter Total2Auckland455=SUM(B2:D2)3Hamilton645=SUM(B3:D3)4Palmerston North1059=SUM(B4:D4)5Wellington512=SUM(B5:D5)6Christchurch2411=SUM(B6:D6)7Dunedin885=SUM(B7:D7)	E2 • <i>f</i> =SUM(B2:D2)						
2 Auckland 4 5 5 =SUM(B2:D2) 3   3 Hamilton 6 4 5 =SUM(B3:D3) 4 Palmerston North 10 5 9 =SUM(B4:D4) 5 SUM(B5:D5) 5 1 2 =SUM(B5:D5) 6 Christchurch 2 4 11 =SUM(B6:D6) 7 Dunedin 8 8 5 =SUM(B7:D7)		А	В	С	D	E	
3 Hamilton 6 4 5 =SUM(B3:D3)   4 Palmerston North 10 5 9 =SUM(B4:D4)   5 Wellington 5 1 2 =SUM(B5:D5)   6 Christchurch 2 4 11 =SUM(B6:D6)   7 Dunedin 8 8 5 =SUM(B7:D7)	1	City	Janurary	Feburary	March	Quarter Total	
4 Palmerston North 10 5 9 =SUM(B4:D4)   5 Wellington 5 1 2 =SUM(B5:D5)   6 Christchurch 2 4 11 =SUM(B6:D6)   7 Dunedin 8 8 5 =SUM(B7:D7)	2	Auckland	4	5	5	=SUM(B2:D2)	
5 Wellington 5 1 2 =SUM(B5:D5) 6   6 Christchurch 2 4 11 =SUM(B6:D6) 7   7 Dunedin 8 8 5 =SUM(B7:D7)	3	Hamilton	6	4	5	=SUM(B3:D3)	
6 Christchurch 2 4 11 =SUM(B6:D6)   7 Dunedin 8 8 5 =SUM(B7:D7)	4	Palmerston North	10	5	9	=SUM(B4:D4)	
7 Dunedin 8 8 5 =SUM(B7:D7)	5	Wellington	5	1	2	=SUM(B5:D5)	
	6	Christchurch	2	4	11	=SUM(B6:D6)	
2 Queenstewn 12 5 5 -SUM(P2:D2)	7	Dunedin	8	8	5	=SUM(B7:D7)	
o Queenstown 15 5 5 =SUM(B8:D8)	8	Queenstown	13	5	5	=SUM(B8:D8)	

Note: For the horizontal result, you will need to mouse over the fill handle and drag it out to the right. Double clicking won't work.