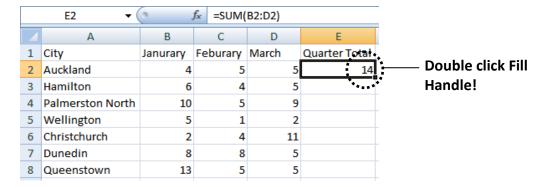# AutoFill
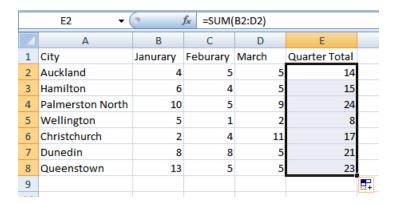
Microsoft Excel

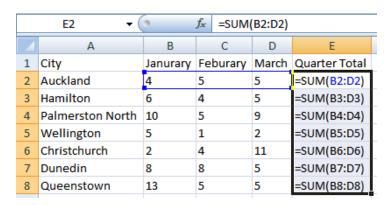Remember to use the **Fill Handle** if you are repeating the same function.

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)

	A	B	C	D	E
1	City	Janurary	Feburary	March	Quarter Total
2	Auckland	4	5	5	14
3	Hamilton	6	4	5	
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	

Double click Fill Handle!

3. The result appears.

	E2		fx	=SUM(B2:D2)

	A	B	C	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)

	E2		fx	=SUM(B2:D2)

	A	B	C	D	E
1	City	Janurary	Feburary	March	Quarter Total
2	Auckland	4	5	5	=SUM(B2:D2)
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)
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.