TechTip: Copying Excel Formulas

THE SITUATION: You've created a calculation in Excel and it works great! But now you need a similar calculation all...the...way...down...the...column. You could use Copy/Paste to copy the calculation into each cell one at a time. Even better, you can simply drag your mouse down the column (or across a row) to create all those calculations in the blink of an eye. Here's how...

WHAT TO DO:

1. Enter the calculation that you need in a cell.
2. Select the cell and move the cursor to the lower right corner until the shape of the cursor changes into a + (see picture below).
3. Click and drag with that cursor as far as the formula should be copied.

Hot Tip! Creating Lists With AutoFill

Using the steps above, you can also create lists of text information. For example, type "January" into a cell and use the steps above to AutoFill that cell either down or across several cells. When you let go of the mouse, Excel will fill in the list with "February", "March", and so on. Now try the same procedure starting with "Monday" or "Qtr1".

Enjoy!