

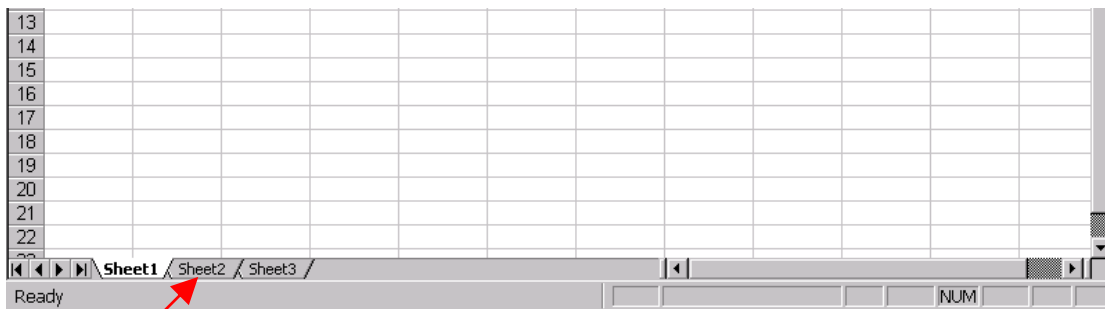
Introduction to Excel

Data Entry Auto Options by Rob Boyle

Excel has several Auto options that can speed up basic data entry.

- **AutoFill**
- **Auto Complete**
- **Auto Correct**

Open a new sheet in Excel, if when you open a new sheet 3 sheets open as below



3 sheets open

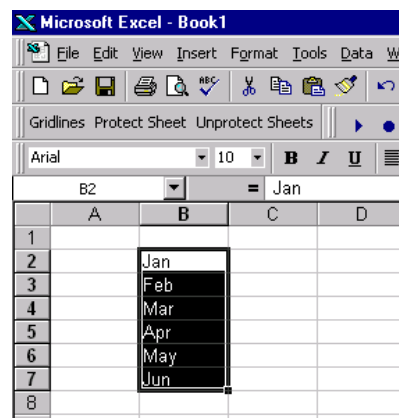
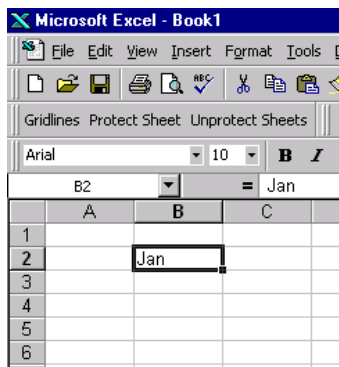
If you only want Excel to open one sheet at a time.

- Click on Tools from the Title Bar.
- Click on options from the drop down menu
- Click on the General tab and change the amount in **Sheets in new workbook** to **1**.

AutoFill

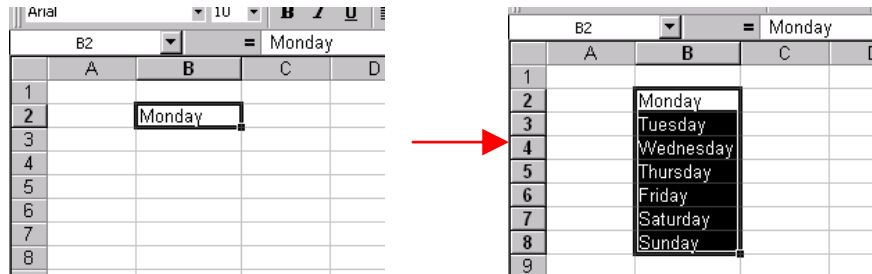
AutoFill can speed up entering data that forms part of a list such as months of the year or days of the week. The method we will use is called a Filling Series and is accomplished using the Fill Handle found on the bottom right corner cell of the selected range.

Type a month into cell B2, you can use the full name or the first three letters. e.g Jan or January.



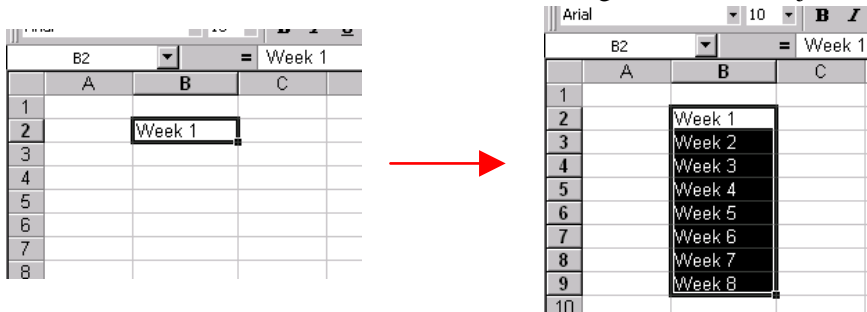
Select the cell containing the starting data. Move the mouse pointer to the bottom right hand corner of the cell to display the fill handle. Hold the left mouse button down and drag down the column. As you drag notice that Excel will show you what part of the series you have reached. Release the mouse and the series fills.

The AutoFill can be used with other data series.



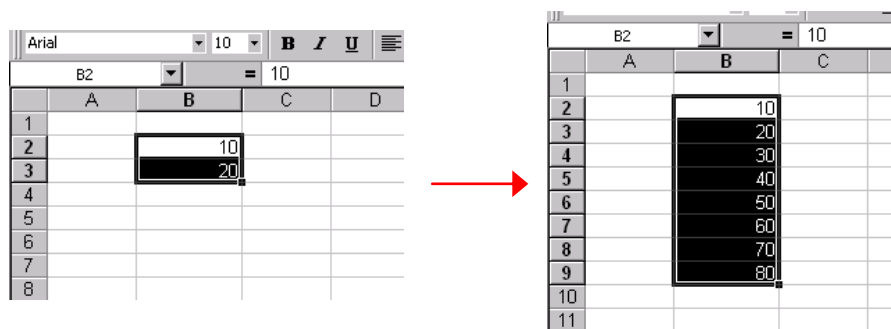
Enter Monday in cell B2 drag the fill handle to fill the series.

AutoFill can also be used with other data series e.g. Week 1 or Project 1



Using AutoFill to increase a series by more than 1

- To increase a number series enter the number in cell B2 i.e. 10
- Enter the second number in the cell below i.e. 20
- Highlight both cells and then use the black fill handle on the bottom right to drag down to complete the series.



Auto Correct

This will correct common spelling and typing errors.

For example

accomodate will be corrected to accommodate

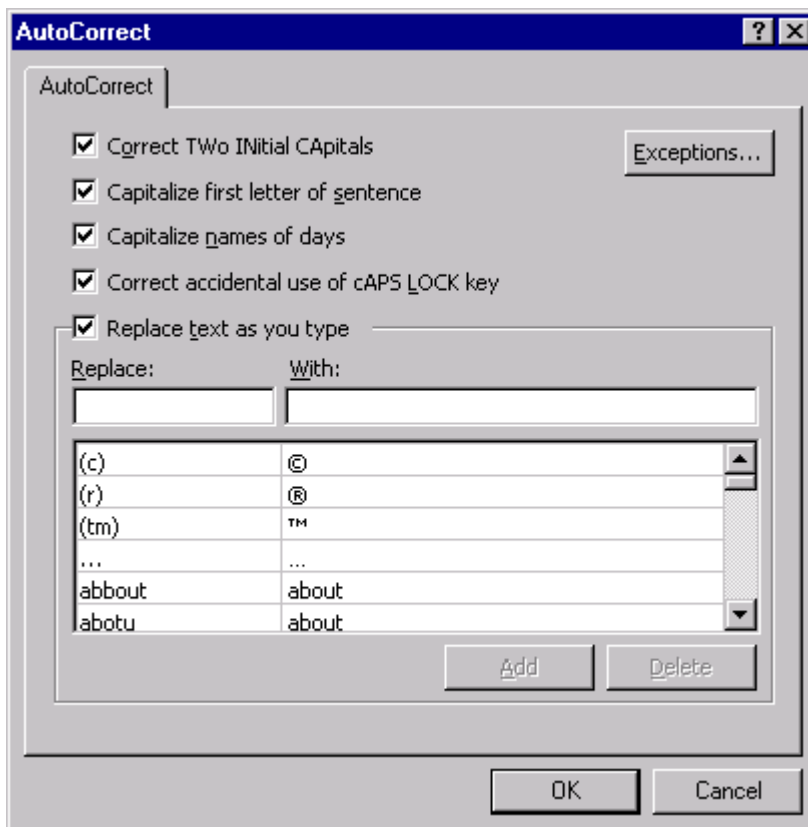
Teh will be corrected to The

BUDget will be corrected to Budget

monday will be corrected to Monday

(N.B This does not work for month names!)

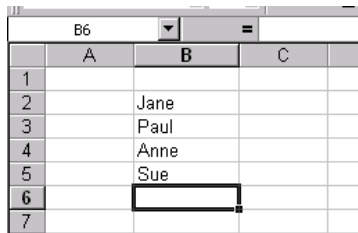
For a list of auto corrections select **T**ools – **A**utoCorrect



Auto Complete

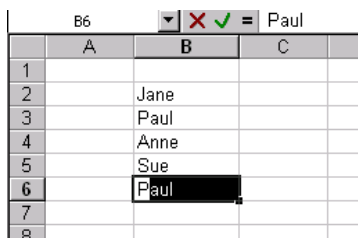
If the first few characters you type in a cell match an existing entry in that column, Excel fills in the remaining characters for you. Excel completes only those entries that contain text or a combination of text and numbers, dates, or times are not completed.

Enter the following names going down one column



	A	B	C
1			
2		Jane	
3		Paul	
4		Anne	
5		Sue	
6			
7			

Now enter "P" : Excel will assume you want to enter Paul



	A	B	C
1			
2		Jane	
3		Paul	
4		Anne	
5		Sue	
6		Paul	
7			
8			

To change Paul to Peter, simply over-type the highlighted text.

You can turn off AutoComplete using Tool: Options and deselect AutoComplete within the Edit tab.

You can also select a list of entries already in the column. To display the list press **Alt ↓** and then click pick from list.

Create the following worksheet using AutoFill to speed up your entries.

	Jan	Feb	Mar	Qtr 1
Product 1	1000	2000	1500	4500
Product 2	1400	2200	1550	5150
Product 3	1800	2400	1600	5800
Product 4	2200	2600	1650	6450
Product 5	2600	2800	1700	7100
Product 6	3000	3000	1750	7750
Product 7	3400	3200	1800	8400
Product 8	3800	3400	1850	9050
Product 9	4200	3600	1900	9700
Product 10	4600	3800	1950	10350
Total Products	28000	29000	17250	74250

TIPS

To enter the today's date into a cell, select the cell you want to place the date on the keyboard press and hold **Ctrl :** (Control key + colon)

To enter the current time press and hold **Ctrl Shift :** (Control + Shift + colon)