

# 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 BLANK WORKBOOK.

2 In cell A1 enter the value: 10

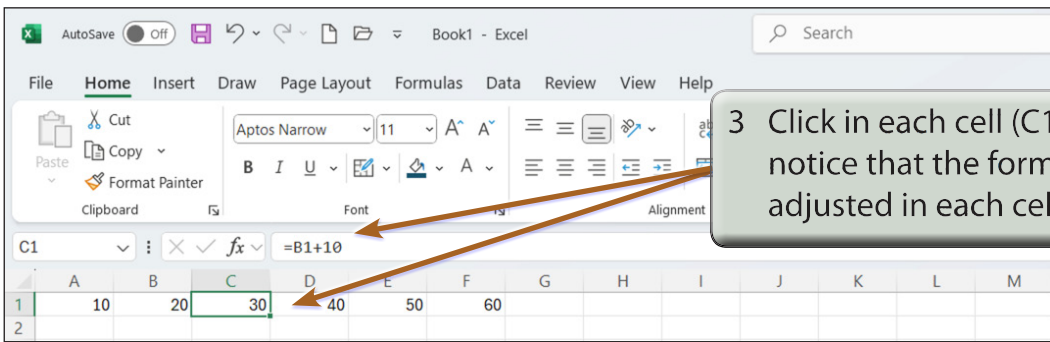
3 Move the cursor to cell B1 and enter the formula:  
=A1 + 10

## Fill Right

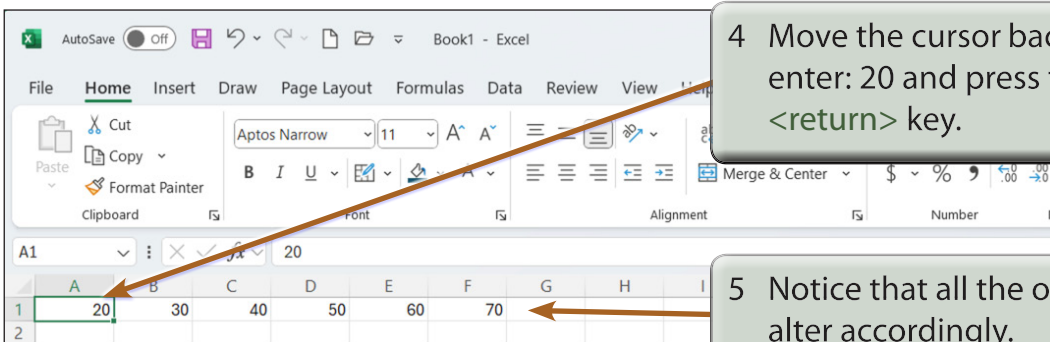
Suppose that we want a similar formula in the next 4 cells. Instead of having to go to each cell in turn and entering the formula, Excel provides you with a short cut.

1 Highlight cells B1 to f1.

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.

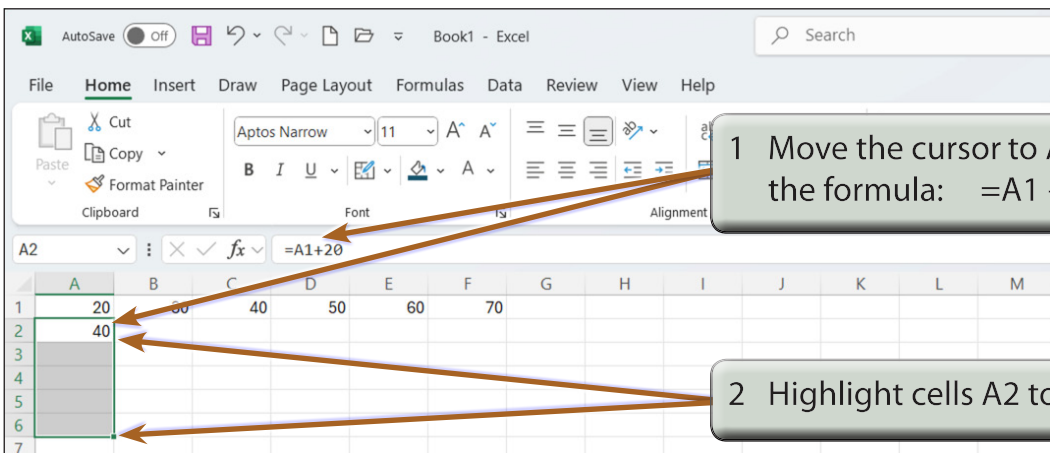


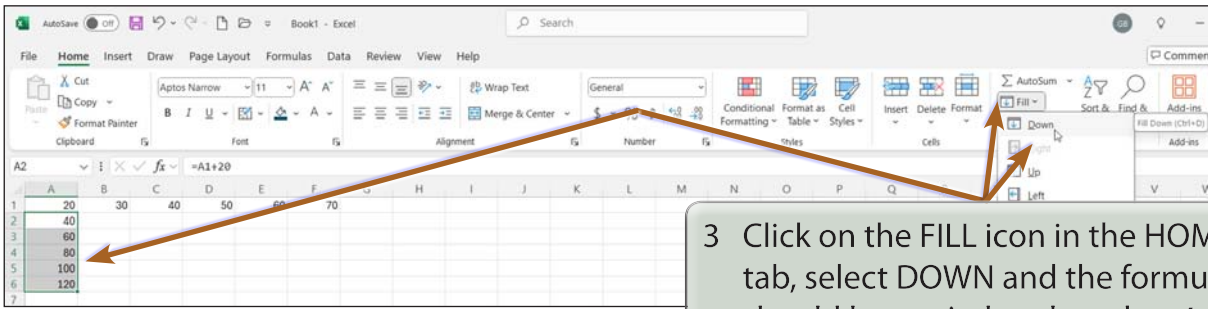
**NOTE:** This is called **RELATIVE COPYING** and it means that the structure of the formula is copied; that is, one column back in the same row plus 10.



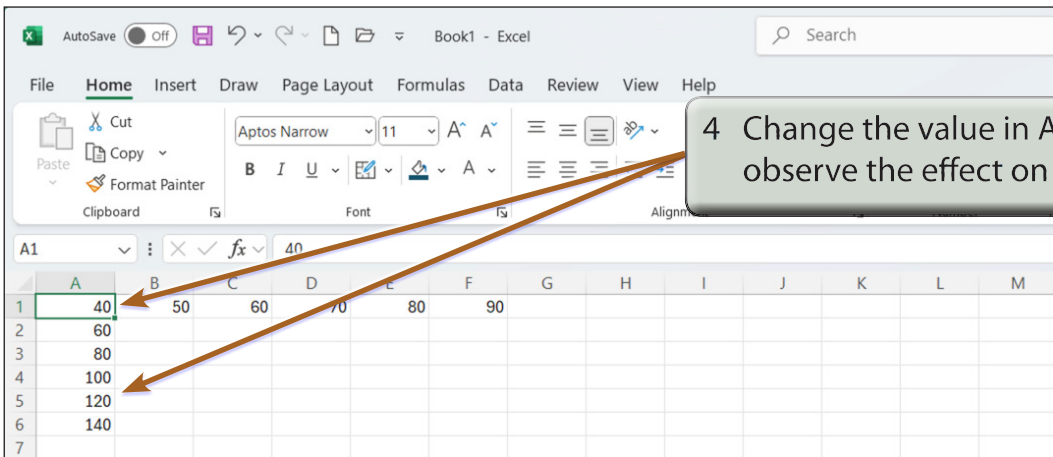
## Fill Down

You can also fill cells down.





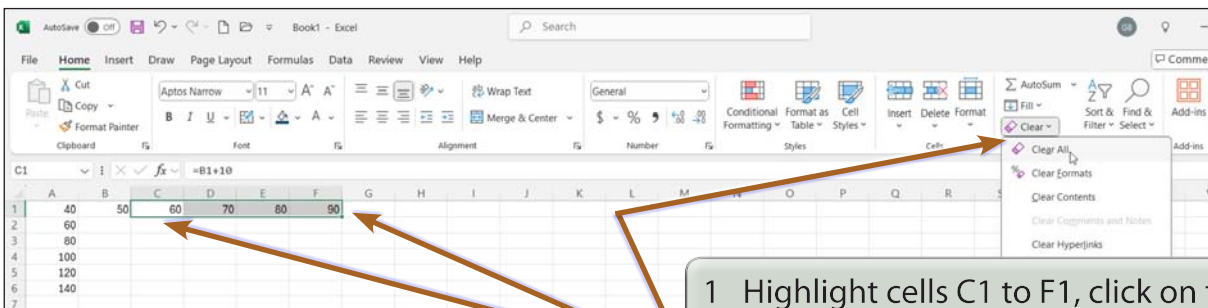
3 Click on the FILL icon in the HOME tab, select DOWN and the formula should be copied to the other 4 highlighted cells.



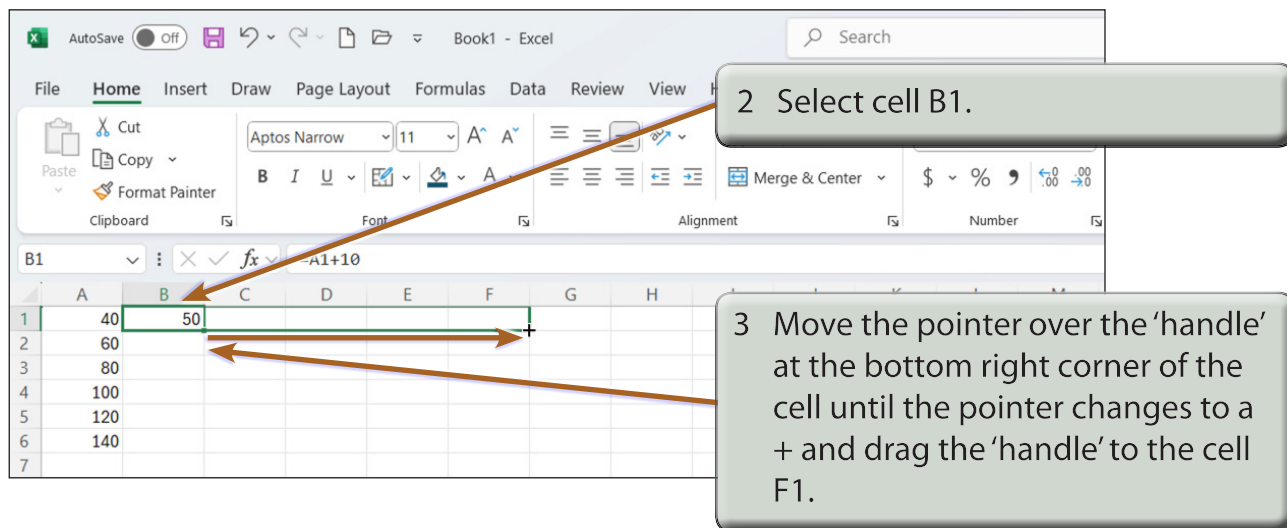
4 Change the value in A1 to 40 and observe the effect on the other cells.

## Autofill

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



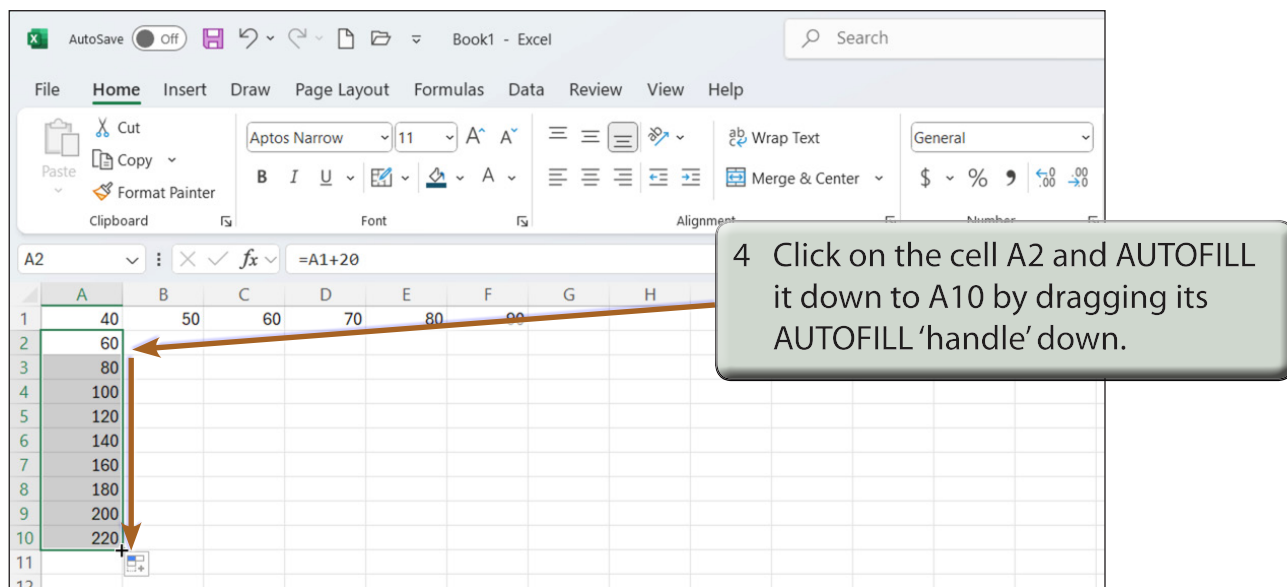
1 Highlight cells C1 to F1, click on the CLEAR icon in the EDITING group of the HOME tab and select CLEAR ALL to clear the cell contents.



2 Select cell B1.

3 Move the pointer over the 'handle' at the bottom right corner of the cell until the pointer changes to a + and drag the 'handle' to the cell F1.

	A	B	C	D	E	F	G	H
1	40	50						
2	60							
3	80							
4	100							
5	120							
6	140							
7								



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

	A	B	C	D	E	F	G	H
1	40	50	60	70	80	90		
2	60							
3	80							
4	100							
5	120							
6	140							
7	160							
8	180							
9	200							
10	220							
11								
12								