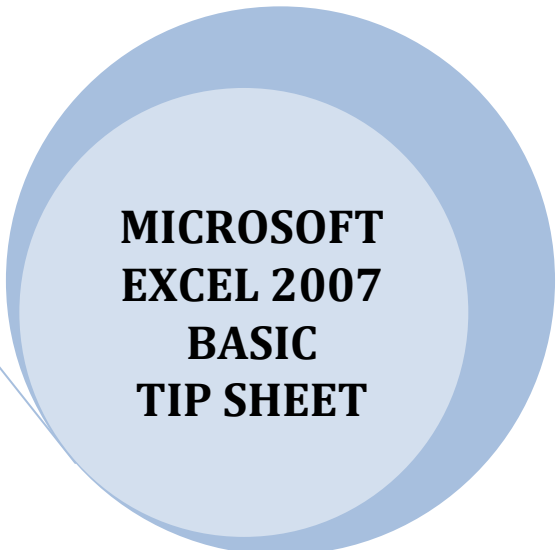
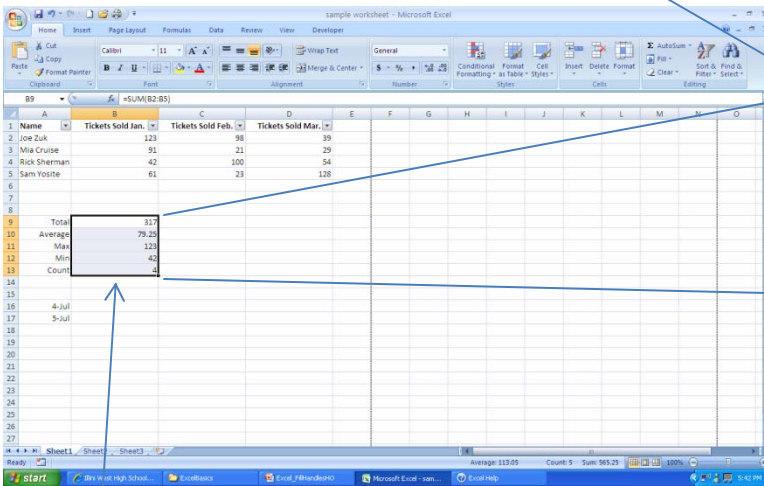


MS Excel - Fill Handles

Fill Handles are an easy way to input data into your spreadsheet that relates or corresponds. They can only fill right or down and are indicated by the little black square of the selected area. In the SE corner.



Presented by: Theresa Twaddle, Business Teacher
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Carthage, IL – July 2009



tal	317
ge	79.25
ax	123
lin	42
int	4

To use the **Fill Handles**, click and drag right (or down). In this example, the formulas have been copied by this technique. Another use of **Fill Handles** is to label sequential data as indicated by the dates below. Typically when you use this for sequential data, you will need to have at least two entries copied.

15	
16	4-Jul
17	5-Jul
18	6-Jul
19	7-Jul
20	8-Jul
21	9-Jul
22	10-Jul
23	11-Jul
24	
25	
26	

