

## Quick Tip:

### Using AutoFill Even Faster!


In Excel, when using autofill to populate a column to number 1 through [whatever number you want], you highlight 1, 2, 3 as usual, but instead of dragging down the whole list, you can double-click on the Excel fill handle (the little cross), and voila, it auto fills down for you!

Example:

Double-click to automatically populate a large range

Suppose you have a huge database with names. You need to assign a serial number to each name. You can do it in a flash by entering the first two numbers and double-clicking the Excel fill handle.

	A	B	C	D
1	The following data were generated randomly			
2	First Name	Last Name	Number	
3	Helen	Twain	1	
4	Anna	Connon	2	
5	Bryan	Johnson		
6	David	Fisher		
7	Sandra	Williams		
8	Gary	Rich		
9	Marie	Clark		
10	Alfred	Cutting		
11	Sean	Rice		
12	Steve	Bower		
13	Gary	Abner		
14	David	Polzin		
15	Jean	Finneran		
16	Gary	Bradley		
17	Boruch	Rich		
18	Alex	Walsh		
19	Gloria	Mitchell		
20	Boruch	Laping		



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1	The following data were generated randomly			
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3	Helen	Twain	1	
4	Anna	Connon	2	
5	Bryan	Johnson	3	
6	David	Fisher	4	
7	Sandra	Williams	5	
8	Gary	Rich	6	
9	Marie	Clark	7	
10	Alfred	Cutting	8	
11	Sean	Rice	9	
12	Steve	Bower	10	
13	Gary	Abner	11	
14	David	Polzin	12	
15	Jean	Finneran	13	
16	Gary	Bradley	14	
17	Boruch	Rich	15	
18	Alex	Walsh	16	
19	Gloria	Mitchell	17	
20	Boruch	Laping	18	

Submitted by Karen Olsen

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