

MISSISSIPPI STATE UNIVERSITY™ **EXTENSION** Center for Technology Outreach

How to Use the Fill Handle in Excel to Complete a Series

Excel will complete a series using the fill handle. You can save time by using the fill handle to complete a series of numbers, dates, etc.

Step 1: Type a sequential order in a cell in Excel

Hint: The sequential order can be up and down or across in the cells.

	Α	В
1	Monday	
2	Tuesday	
3		

Step 2: Select the cells and use the fill handle (it is a thin black plus (+) sign) at the bottom right corner of the selected cells.

1	A1 • :				
1		Α	В		
5	1	Monday			
	2	Tuesday			
	3		12		
	4				

Step 3: Left-click and drag the fill handle down or across the cells.

A	1 -	: 🗙	√ fx	Monday
	Α	В	С	D
1	Monday			
	Tuesday			
3	Wednesday			
4	Thursday			
5	Friday			
6	Saturday			
7	Sunday			
8				
9				
10				
11				
12				
13				
4.4				