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ProductivI.T.y – For Internal Use Only   [?] [X]

WHAT's New?

AutoComplete and AutoFill Functions

Did you know that **Excel** remembers the text that you previously entered? The next time that you will input the same text again, **Excel** will automatically complete the text for you. This feature is called **AutoComplete**.

With AutoComplete comes **AutoFill**. This function also remembers the texts you used but also uses the copy-paste function to help you input the same value on a range of cell.

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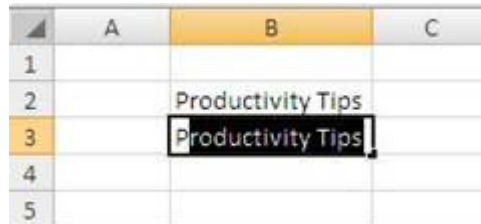## Excel Tip: AutoComplete and AutoFill Features

What is AutoComplete?

This is the guesswork provided by Excel to match your new text entries, based on the previous entries you have made. This function is meant to save you time and labor.

What is AutoFill?

This function automatically fills selected cell with data. AutoFill also lets you enter a series of numbers or characters in a specified range.

1. **How does AutoComplete Work?**

   Take a look at our example. Type the words **"Productivity Tips"** in a cell. Try typing again the first few characters of the words in the next cell within the same column and notice that Excel will automatically supply the remaining characters for you (supposing it matches the previous entry).

   Excel automatically completes only the entries that contain text or a combination of text and numbers.

   a. After Excel completes what you started typing, press **ENTER** in the keyboard to accept the proposed entry.
   b. To replace the automatically entered characters, continue typing.
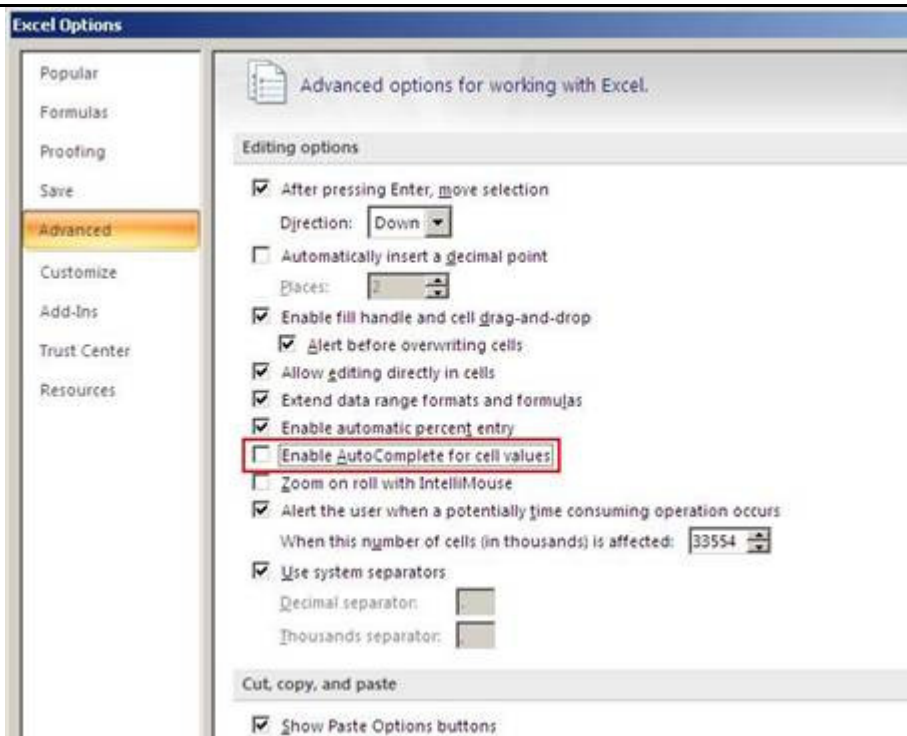   c. To delete the automatically entered characters, press **BACKSPACE** in the keyboard.

   NOTE:

- *Entries that contain only numbers, dates, or time stamps are not automatically completed.*
- *The completed entry exactly matches the pattern of uppercase and lowercase letters of the existing entry.*
- *Excel completes an entry only when the cursor is at the end of the current cell contents. – can we remove this?*
- *Excel bases the list of potential AutoComplete entries on the column that contains the active cell. Entries that are repeated within a row are not automatically completed.*
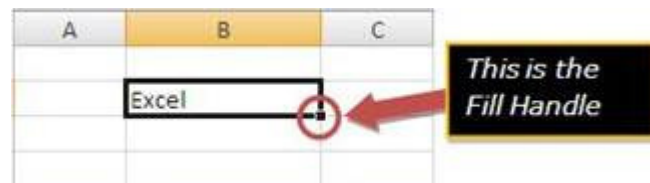
2. **How to Turn-Off AutoComplete?**

If you don't want Excel to automatically complete cell values for you, do the following:

a. Click the Microsoft Office button , then click **Excel Options**.

b. Click **Advanced** options, and then under **Editing Options,** uncheck the tick box **Enable AutoComplete for cell values**
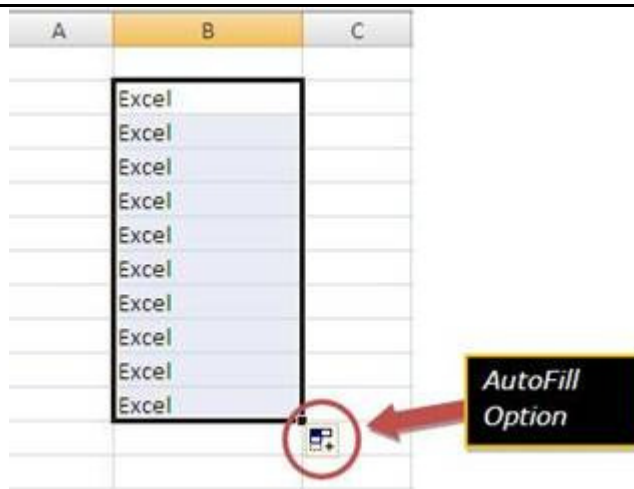
Excel Options

Advanced options for working with Excel.

Editing options

☑ After pressing Enter, move selection
   Direction: Down ▾
☐ Automatically insert a decimal point
   Places: 2
☑ Enable fill handle and cell drag-and-drop
   ☑ Alert before overwriting cells
☑ Allow editing directly in cells
☑ Extend data range formats and formulas
☑ Enable automatic percent entry
☐ Enable AutoComplete for cell values
☐ Zoom on roll with IntelliMouse
☑ Alert the user when a potentially time consuming operation occurs
   When this number of cells (in thousands) is affected: 33554
☑ Use system separators
   Decimal separator: .
   Thousands separator: ,

Cut, copy, and paste

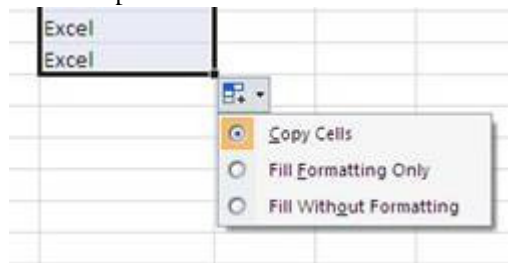☑ Show Paste Options buttons

3. **How to Use the AutoFill Feature?**
   To quickly fill in several types of data series, you can select cells and drag the fill handle.

This is the
Fill Handle

   a. Click the Fill Handle and drag it to the cells where you want the data to be copied.
   b. This will automatically supply the value of the first cell to the rest of the selected cells.

c. After you drag the Fill handle, the AutoFill Option will appear. Using this, you can change how the selection is filled. Options are:

- **Fill Formatting Only** means choosing to fill just the format of the cell
- **Fill Without Formatting** means choosing to fill just the contents of the cell
- **Copy Cells** means choosing to fill both the content and the format of the cell.

d. You can also do AutoFill by Columns and by Rows
   By Columns

By Rows

e. You can even apply AutoFill using different cell values

Texts

Numbers

A	B	C
	1	
	2	
	3	
	4	
	5	

Kindly note that for a number to fill in ascending order, you need to select two cells with ascending values before dragging the Fill handle.

Dates

A	B	C
	January	
	February	
	March	
	April	
	May	

A	B	C
	6/1/2011	
	6/2/2011	
	6/3/2011	
	6/4/2011	
	6/5/2011	

Now try using these features with formulas and tell us what happens.