PRODUCTIVITY

Excel

For Internal Use Only

How to Enter the Same Content in Different Cells Simultaneously in Kingsoft Spreadsheets

Need help in typing the same data in various cells? Using Ctrl+C and Ctrl+V keyboard shortcuts to copy may still not be fast and convenient enough!

<u>Click here</u> to learn how to enter the same content in different cells simultaneously.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Enter the Same Content in Different Cells Simultaneously in Kingsoft Spreadsheets 2013

- 1. Open or create a new Excel spreadsheet file with Kingsoft Spreadsheets.
 - 2. Press *Ctrl* to select different cells, as many as you need.



3. Enter any content, then press *Ctrl+Enter* at the same time.

5	Spreadshe	ets 🝷	Home	Insert	Page Lay	yout]	Formulas
ſ	👌 🐰 Cu	t 🎸	Times	New Roman	+ 12		4 ⁺ A [−] ≡ Ξ
Pas	te 👻 🚺 Coj	py Forma Painte	t B I	⊻ ⊞ • [🛛 • 🔦 • 🖉	<u>\</u> + ⁄ + 🗄	1 1 E 4
B		h # -	Bool	s1 *	×	+	
	E3	+	R, j	fx a			
	А	B		С	D	Е	F
1	a				a	L I	
2		a	a	a			
3		a		a		i i]
4							

We value your feedback. Please help us improve our ProductivI.T.y releases by filling out the <u>"Serbisyong Bida"</u> online survey form. You may also email your comments and suggestions to <u>ict-process@pjlhuillier.com</u>. <u>Click here</u> for back issues of ProductivI.T.y in MyLink.