



Excel: More on the Amazing Fill Handle

Scenario: You are sitting on a cell that contains the word January (or Monday). You know if you drag the Fill Handle (the little black square located at the bottom-right corner of the cellpointer) and drag down (or across) that February, March (or Tuesday, Wednesday) will appear in the adjacent cells.

But you don't want February, March (or Tuesday, Wednesday)...you just want January (or Monday) *repeated* (copied).

Remember....you can *control* Phil (my nickname for the Fill Handle)...using the [CTRL] key.



Whenever the Fill Handle wants to complete a sequence – but you would prefer it do it's "other" job (copy)....just hold down the [CTRL] key before dragging the Fill Handle.

And vice versa...if the Fill Handle's default action is to *copy* but you'd rather it *complete a sequence*...use the [CTRL] key.