



Excel: Speed up your data entry

If you need to enter the same data (text, numbers or equations) into a range of cells – rather than type it then copy it to the adjacent range of cells – type it into the entire range at once:

1. Select the cells into which you want the (same) entries to appear. (Keep in mind you can use the [CTRL] key to select multiple *random* cells).
2. Type the entry.
3. Do NOT press [ENTER].....instead....press [CTRL] [ENTER]. Voilà (that's French <g>).

Now...let's roll up the old sleeves and make this tip earn some serious respect....

One of my earlier – and most awesome – shortcuts explains how you can do a super-quick copy of an entry (usually an equation) by sitting on that equation and double-clicking the Fill Handle. As long as there was a column of data on either side of the equation column – the cell entry would be instantly copied to the end of the end column (as determined by the length of the adjacent column).

One thing that will stop that shortcut from working....encountering BLANK cells (in the adjacent column). I also suggest using a 0 (zero) instead of leaving a cell blank – specifically because of this issue.

But you have MANY blank cells that you would like to populate with zeroes – but you don't want to do it manually. Of course not!

1. Select the range of cells that contain the blank cells (that you want to populate with zeroes – or whatever else).
2. Press [CTRL] [G] to display the GO TO window.
3. Click the SPECIAL button.
4. Choose BLANKS – then click OK. All the blank cells in that range will be selected.
5. Type your 0 (zero) or whatever else it is that you want in all of the selected cells.