



Excel: Repeating an Entry...*quickly*

The AUTOFILL feature recognizes when you are repeating an earlier entry in a column – and offers to finish it for you after having typed only a few characters (sometimes only one character!). Excel will try to facilitate quick data entry by displaying (in black) the rest of the entry. If that IS what you were intending to type – press [ENTER] and Excel will complete the entry for you. If that wasn't what you intended – then finish the entry yourself.

HOWEVER...what if you'd just like to repeat the entry in the cell above you – without Excel jumping in? Just press [CTRL] ' (that's [CTRL] apostrophe)

Human Resources
Finance
Research & Development
Finance
Finance
Shipping
Research Financing

To repeat "Research Financing" in this next cell – just press [CTRL] '