



Excel: More Ways to Play with the Fill Handle

Yet another use for the ever-flexible Fill Handle...

Here are some fast ways to insert (yes...INSERT) cells using the Fill Handle.

To insert a block of cells (vertically or horizontally):

1. Place the cellpointer on a cell **BELOW WHICH** you want to insert some blank rows.
2. Hold down the [SHIFT] key.
3. Point the mouse at the Fill Handle (the tiny little black square at the bottom-right corner of the cell). Normally when you point to the Fill Handle the mouse pointer appears as a small black + sign. But because you're holding down the [SHIFT] key – the mouse pointer will appear as a ...well...this thing here (two-headed arrow-ish thing).
4. Hold down the mouse button (while you're still holding down the [SHIFT] key) and drag the mouse either **DOWN** (to insert blank rows) or to your right (to insert blank columns).
5. Cool.

6	Sam	Nov	Office	19
7	Leslie	Dec	Car	12
8	Sam	Oct	Food	19
9	Dave	Nov	Office	15
10	Leslie	Dec	Office	19
11	Sam	Oct	Car	20
12	Sam	Nov	Office	16
13	Dave	Dec	Food	12
14	Dave	Oct	Office	16
15	Sam	Nov	Food	17
16	Sam	Dec	Office	14



6	Sam	Oct	Food	19
7	Dave	Nov	Office	15
8	Leslie	Dec	Office	19
9				
10				
11				
12				
13				
14				
15				
16	Sam	Oct	Car	20
17	Sam	Nov	Office	16
18	Dave	Dec	Food	12

5	Sam	
6	Sam	
7	Leslie	
8	Sam	
9	Dave	
10	Leslie	
11	Gladys	
12	Pat	
13	Dave	
14	Dave	
15	Sam	



6	Sam	
7	Leslie	
8		
9		
10		
11		
12		
13	Sam	
14	Dave	

	A	B	C
1	Name	Month	Expen
2	Sam	Oct	Office
3	Dave	Nov	Food
4	Leslie	Dec	Office
5	Sam	Oct	Food
6	Sam	Nov	Office
7	Leslie	Dec	Car
8	Sam	Oct	Food
9	Dave	Nov	Office
10	Leslie	Dec	Office
11	Sam	Oct	Car
12	Sam	Nov	Office
13			



	A	B	C	D
1	Name	Month		Expen
2	Sam	Oct		Office
3	Dave	Nov		Food
4	Leslie	Dec		Office
5	Sam	Oct		Food
6	Sam	Nov		Office
7	Leslie	Dec		Car
8	Sam	Oct		Food
9	Dave	Nov		Office
10	Leslie	Dec		Office
11	Sam	Oct		Car
12	Sam	Nov		Office