



EXCEL: The Fastest Copy Method

Scenario: You have typed a formula into a cell near the top of a column. You would like to COPY that equation to all the blank cells below you (stopping at the lower boundary of the other columns in your spreadsheet).

What's the fastest way to do this?

Call your friend Phil. Actually, it's spelled FILL. The Fill Handle is the tiny square located at the bottom-right corner of whatever cell you're sitting in.

After you have typed the equation that you want to copy – while still sitting on that (equation) cell...point to the Fill Handle (you'll know you're truly on it when your mouse pointer turns into a black plus sign (+))...then DOUBLE-CLICK your mouse. The equation will be copied all the way down to the bottom of your existing column.

Sure beats select-copy-repostion-paste!

Caveat: It only works if there is existing data in either the column before or the column after the one you're in. Without that neighbouring data, Excel would have no idea how far down to copy the data.

	E	F	G
E	AMOUNT	COMMISSION	
sale	392.50	43.17	
sale	313.00		
sale	234.00		
sale	522.50		
sale	420.00		
sale	437.00		
sale	211.00		
sale	2,157.28		
sale	130.00		
sale	159.00		
sale	107.48		
sale	96.00		
sale	134.65		
sale	1,235.42		
sale	1,044.23		
sale	380.73		
sale	38.56		
sale	377.52		
sale	140.57		
sale	1,872.38		
sale	538.00		
sale	377.52		
sale	195.49		
sale	504.51		
sale	501.28		
sale	224.00		
sale	10.00		
sale	764.00		
sale	173.58		
sale	361.00		
sale	474.00		
sale	214.00		