

Practice Exercise 3: Fill Series

Instructions: Fill series

1. Open Exercise-4 file.
2. In Column A, Select cell A2.
3. Hover you mouse at the right bottom corner of the cell, until your cursor becomes a fill handle cursor.
4. Drag your mouse until row 20, then release it. You will see at the right bottom corner of cell A20 that the Auto Fill Option icon will appear. Click it an select Fill Series. Notice that the values will be converted into a series.

| 1 | Number Sequence | Even Number | Date |
|----|-----------------|-------------|------------|
| 2 | 1 | 2 | 06/07/2022 |
| 3 | 1 | | |
| 4 | 1 | | |
| 5 | 1 | | |
| 6 | 1 | | |
| 7 | 1 | | |
| 8 | 1 | | |
| 9 | 1 | | |
| 10 | 1 | | |
| 11 | 1 | | |
| 12 | 1 | | |
| 13 | 1 | | |
| 14 | 1 | | |
| 15 | 1 | | |
| 16 | 1 | | |
| 17 | 1 | | |
| 18 | 1 | | |
| 19 | 1 | | |
| 20 | 1 | | |
| 21 | | | |

| 1 | Number Sequence | E |
|----|-----------------|---|
| 2 | 1 | |
| 3 | 2 | |
| 4 | 3 | |
| 5 | 4 | |
| 6 | 5 | |
| 7 | 6 | |
| 8 | 7 | |
| 9 | 8 | |
| 10 | 9 | |
| 11 | 10 | |
| 12 | 11 | |
| 13 | 12 | |
| 14 | 13 | |
| 15 | 14 | |
| 16 | 15 | |
| 17 | 16 | |
| 18 | 17 | |
| 19 | 18 | |
| 20 | 19 | |

Instructions: Fill series (Growth)

1. In the same worksheet, click B2, and drag your mouse until row 20. This will highlight cells B2 to B20.

| 1 | Number Sequence | Even Number | D |
|----|-----------------|-------------|---|
| 2 | 1 | 2 | |
| 3 | 2 | | |
| 4 | 3 | | |
| 5 | 4 | | |
| 6 | 5 | | |
| 7 | 6 | | |
| 8 | 7 | | |
| 9 | 8 | | |
| 10 | 9 | | |
| 11 | 10 | | |
| 12 | 11 | | |
| 13 | 12 | | |
| 14 | 13 | | |
| 15 | 14 | | |
| 16 | 15 | | |
| 17 | 16 | | |
| 18 | 17 | | |
| 19 | 18 | | |
| 20 | 19 | | |

2. Select fill command from Home Tab, and click Series. Select Growth for type, and set Step value to 2.

Series

Series in: ☐ Rows ☒ Columns

Type: ☐ Linear ☒ Growth ☐ Date ☐ AutoFill

Date unit: ☐ Day ☐ Weekday ☐ Month ☐ Year

☐ Trend

Step value: 2 Stop value:

OK Cancel

3. Notice that results have a growth of exponent by 2.

| | A | B |
|----|-----------------|--------|
| 1 | Number Sequence | Growth |
| 2 | 1 | 2 |
| 3 | 2 | 4 |
| 4 | 3 | 8 |
| 5 | 4 | 16 |
| 6 | 5 | 32 |
| 7 | 6 | 64 |
| 8 | 7 | 128 |
| 9 | 8 | 256 |
| 10 | 9 | 512 |
| 11 | 10 | 1024 |
| 12 | 11 | 2048 |
| 13 | 12 | 4096 |
| 14 | 13 | 8192 |
| 15 | 14 | 16384 |
| 16 | 15 | 32768 |
| 17 | 16 | 65536 |
| 18 | 17 | 131072 |
| 19 | 18 | 262144 |
| 20 | 19 | 524288 |

Instructions: Fill series (Date)

1. In the same worksheet, click C2, and drag your mouse until row 20. This will highlight cells C2 to C20.
2. Select fill command from Home Tab, and click Series. Select Date for type, and set Date unit to Month. Click OK.

Series

Series in: ☐ Rows ☒ Columns

Type: ☐ Linear ☐ Growth ☒ Date ☐ AutoFill

Date unit: ☐ Day ☐ Weekday ☒ Month ☐ Year

☐ Trend

Step value: 1 Stop value:

OK Cancel

3. You will notice that the filled value is of the same day but for different months.

| | A | B | C | |
|----|-----------------|--------|-------------------|----|
| 1 | Number Sequence | Growth | Date | F |
| 2 | | 1 | 2 06/07/2022 | T |
| 3 | | 2 | 4 07/07/2022 | Ji |
| 4 | | 3 | 8 08/07/2022 | |
| 5 | | 4 | 16 09/07/2022 | |
| 6 | | 5 | 32 10/07/2022 | |
| 7 | | 6 | 64 11/07/2022 | |
| 8 | | 7 | 128 12/07/2022 | |
| 9 | | 8 | 256 01/07/2023 | |
| 10 | | 9 | 512 02/07/2023 | |
| 11 | | 10 | 1024 03/07/2023 | |
| 12 | | 11 | 2048 04/07/2023 | |
| 13 | | 12 | 4096 05/07/2023 | |
| 14 | | 13 | 8192 06/07/2023 | |
| 15 | | 14 | 16384 07/07/2023 | |
| 16 | | 15 | 32768 08/07/2023 | |
| 17 | | 16 | 65536 09/07/2023 | |
| 18 | | 17 | 131072 10/07/2023 | |
| 19 | | 18 | 262144 11/07/2023 | |
| 20 | | 19 | 524288 12/07/2023 | |

Instructions: Fill series (Justify)

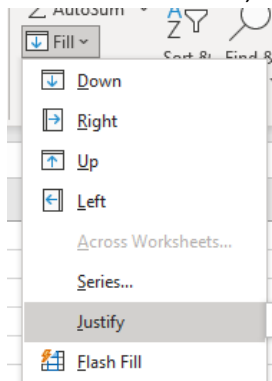
1. In the same worksheet, increase the column width of column D.

| | A | B | C | D | |
|---|-----------------|--------|--------------|-------------------------|--|
| 1 | Number Sequence | Growth | Date | Fill Justify | |
| 2 | | 1 | 2 06/07/2022 | The quick brown fox | |
| 3 | | 2 | 4 07/07/2022 | Jumps over the lazy dog | |
| 4 | | 3 | 8 08/07/2022 | | |

2. Highlight cells D2 and D3.

| | A | B | C | D |
|---|-----------------|--------|--------------|-------------------------|
| 1 | Number Sequence | Growth | Date | Fill Justify |
| 2 | | 1 | 2 06/07/2022 | The quick brown fox |
| 3 | | 2 | 4 07/07/2022 | Jumps over the lazy dog |
| 4 | | 3 | 8 08/07/2022 | |

3. Select Fill command, and select Justify.



4. Notice that the text are concatenated into the width of the column

| | A | B | C | D |
|---|-----------------|--------|--------------|---|
| 1 | Number Sequence | Growth | Date | Fill Justify |
| 2 | | 1 | 2 06/07/2022 | The quick brown fox Jumps over the lazy dog |