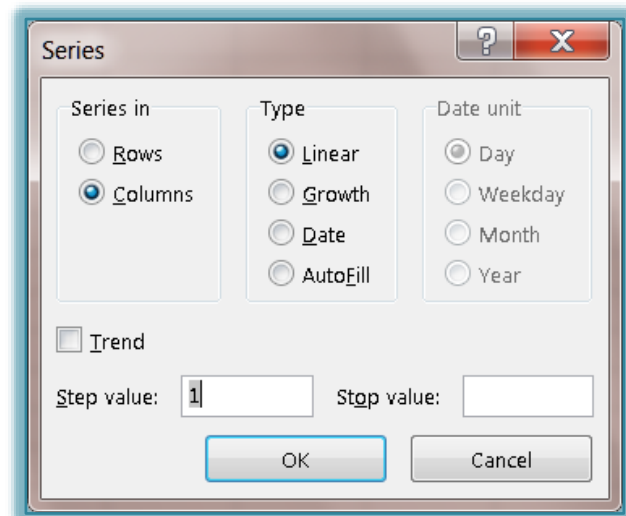
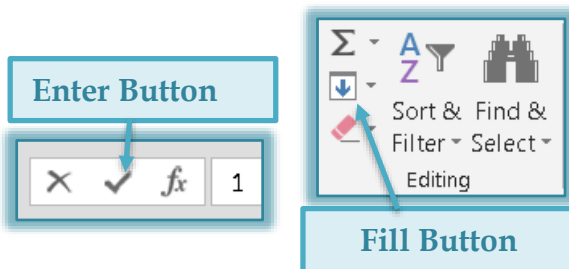
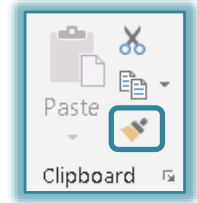


## ENTER SERIES OF DATA AUTOMATICALLY

In an Excel database, it is possible to enter a series of numbers automatically instead of typing each number in individually.

- ✦ In order to complete this exercise, you need to complete the tutorial on **Entering Field Names and Data**.
- ✦ Open the **Database Exercise** workbook that you worked on earlier.
- ✦ Insert a new column to the left of **Column A**.
- ✦ Select cell **A3** and key the word **Number**.
- ✦ Press the **Enter** key on the keyboard.
- ✦ Select cell **B3** and then click the **Format Painter** button in the **Clipboard Group** (see illustration at right).
- ✦ Click cell **Cell A3** to apply the formatting to that cell.
- ✦ Select cell **A4** and key in the number **1**.
- ✦ Click the **Enter** (check mark) button on the **Formula Bar** (see illustration below left).
- ✦ Select cells **A4** through **A41**. **DO NOT** use the **Fill Handle**.
- ✦ Click the **Home Tab**.
- ✦ In the **Editing Group**, click the **Fill** button (see illustration below middle).
- ✦ Choose **Series** from the list of commands.



- ✦ The **Series** dialog box will appear (see illustration above right).
- ✦ Click the **Columns** button in the **Series In** category, if necessary.
- ✦ Make sure **Linear** is selected in the **Type** category.
  - ★ It is also possible to change the **Step Value** and the **Stop Value**.
  - ★ To do this, just insert a number in either of the boxes to specify the value.
- ✦ Click **OK**.
- ✦ The numbers for each record (1-38) will be inserted automatically into the appropriate cells.
- ✦ Format the width of **Column A** for **AutoFit** by double-clicking the right border of the column label.