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.

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.

Select cells A4 through A41. DO NOT use the Fill Handle.

Click the Home Tab.

In the Editing Group, click the Fill button.

Choose Series from the list of commands.

The Series dialog box will appear.

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.