

Flash Fill

Flash fill is used to automatically fill data in a workbook when a pattern is sensed. This feature can also be used to split data into two columns.

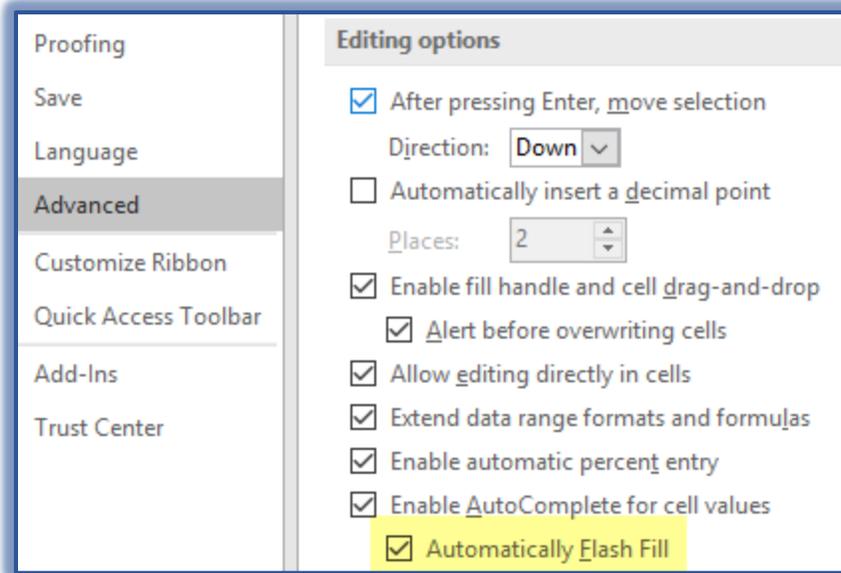
TURN ON FLASH FILL

Flash Fill may not have been activated when Excel 2016 was installed on the computer. If that is the case you can follow the directions below to turn the feature on or just to check and make sure it is active.

- Click the **File Tab**.
- Select **Options** from the list on the left side of the window.
- Click the **Advanced** option.
- Click the **Automatically Flash Fill** check box.

Account

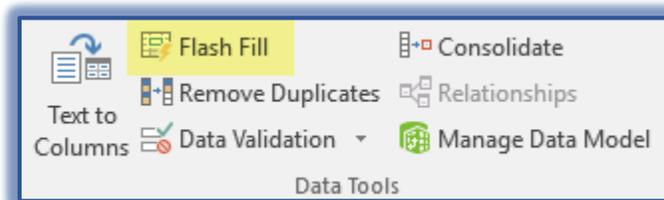
Options



- Click the **OK** button.
- Close and then re-open the **Workbook**.

MANUALLY START FLASH FILL

- Click the **Data Tab**.
- In the **Data Tools Group**, click the **Flash Fill** button.



- The data must be already input into the workbook cells to turn on Flash Fill.

SPLIT COLUMN OF DATA

This feature can be used to split data based on what is typed in a column. For instance, if first names and last names are input into one column, the data can be split into two separate columns.

- Enter the **First Name** or other value into the **Column** next to the data.

- Press **Enter**.
- Start inputting the next name.

Name	First Name	Last Name
Wanda House	Wanda	
Robert Metz		
Brian Sunderman		
Emma McFaul		

Name	First Name	Last Name
Wanda House	Wanda	
Robert Metz	robert	
Brian Sunderman	Brian	
Emma McFaul	Emma	

Name	First Name	Last Name
Wanda House	Wanda	
Robert Metz	Robert	
Brian Sunderman	Brian	
Emma McFaul	Emma	

- Flash Fill** will show a list of suggested names.
- Press the **Enter** key on the keyboard.
- The rest of the names in the list will be added to the cells.
- Enter the **Last Name** for the first entry in the next column.
- Press the **Enter** key on the keyboard.
- Start inputting the **Last Name** in the next row.
- A list of suggested names will display.

Name	First Name	Last Name
Wanda House	Wanda	House
Robert Metz	Robert	metz
Brian Sunderman	Brian	Sunderman
Emma McFaul	Emma	McFaul

Name	First Name	Last Name
Wanda House	Wanda	House
Robert Metz	Robert	Metz
Brian Sunderman	Brian	Sunderman
Emma McFaul	Emma	McFaul

- Press the **Enter** key on the keyboard.
- The rest of the **Last Names** will appear in the list.

NOTE:

- Flash Fill is case sensitive. This means that if you type a Last Name in all lower case, when the list is generated the names will be in lower case.
- If a result isn't what you want, press the **Escape** key on the keyboard to cancel the action. Continue typing without using suggestions.

DEALING WITH MIDDLE NAMES

- Flash Fill does not work well if some entries have Middle Names and others don't. This is because the entries are chosen by the position of the item in the list.
- If the data consistently has Middle Names or Middle Initials, Flash Fill works the same way as described on the previous page.
- Instead of just following the steps two times, you complete them three times.

MORE NOTES

- When using Flash Fill, the data doesn't have to be names.
- This feature works well with any data that needs to be split into more than one column.

-  Flash Fill normally starts working when a pattern of data is recognized.
-  This feature works best when the data input is consistent. For instance, all entries have a middle name or none of the entries have a middle name.
-  If the data has many inconsistencies, **Text to Columns** or **Functions** may be used to split text.