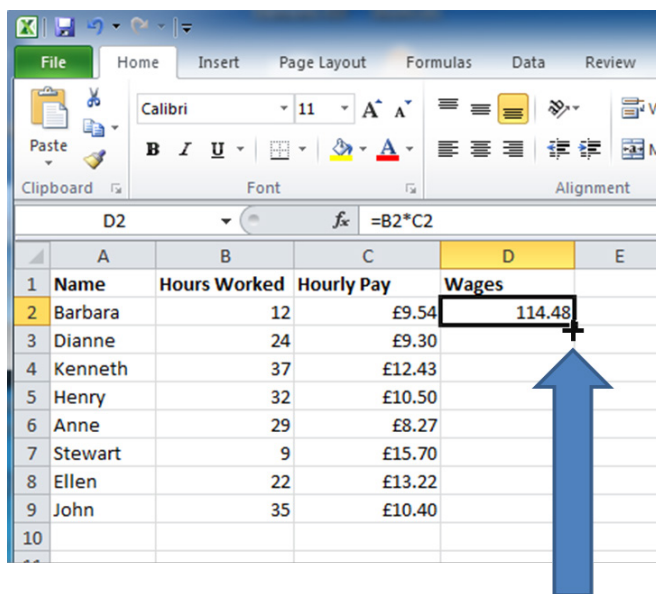


Microsoft Excel Tutorials – Fill formula from cells

Purpose of tutorial: To fill contents / formula from one cell down or across into other adjacent cells, with relative referencing (Excel will automatically adjust the cell references relative to movement down a column or across a row).

Accessing the commands: Bottom right hand corner of the cell to be used for copying into other cells, with a small plus sign at the bottom right of the cell acting as the tool

Screenshot:



	A	B	C	D	E
1	Name	Hours Worked	Hourly Pay	Wages	
2	Barbara	12	£9.54	114.48	
3	Dianne	24	£9.30		
4	Kenneth	37	£12.43		
5	Henry	32	£10.50		
6	Anne	29	£8.27		
7	Stewart	9	£15.70		
8	Ellen	22	£13.22		
9	John	35	£10.40		
10					

Step by step process:

1. Select the cell to be used for copying (in the screenshot example above, it is cell D2)
2. Locate the plus sign at the bottom right of the cell
3. Click once the plus sign located, keep pressing the left hand mouse button
4. Drag the mouse down through the cells to fill
5. Let go of the mouse button when at the end of the range for filling
6. Notice the formula has now been copied down through the range and Microsoft Excel has automatically adjusted the cell references within each formula
7. Process complete