



## How to Use the Fill Handle in Excel to Complete a Series

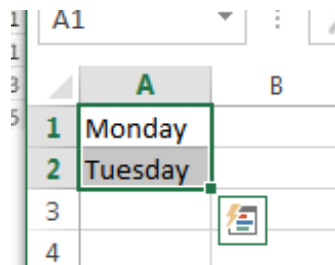
Excel will complete a series using the fill handle. You can save time by using the fill handle to complete a series of numbers, dates, etc.

Step 1: Type a sequential order in a cell in Excel

Hint: The sequential order can be up and down or across in the cells.

	A	B
1	Monday	
2	Tuesday	
3		

Step 2: Select the cells and use the fill handle (it is a thin black plus (+) sign) at the bottom right corner of the selected cells.



Step 3: Left-click and drag the fill handle down or across the cells.

