

Clicking the Auto Fill Options button displays a list of actions Excel 2007 can take regarding the cells affected by your fill operation. The options in the list are summarized in the following table.

Option	Action
Copy Cells	Copies the contents of the selected cells to the cells indicated by the Fill operation
Fill Series	Fills the cells indicated by the Fill operation with the next items in the series
Fill Formatting Only	Copies the format of the selected cell to the cells indicated by the Fill operation, but does not place any values in the target cells
Fill Without Formatting	Fills the cells indicated by the Fill operation with the next items in the series, but ignores any formatting applied to the source cells
Fill Days, Weekdays, and so on	Changes according to the series you extend. For example, if you extend the cells <i>Wed</i> , <i>Thu</i> , and <i>Fri</i> , Excel 2007 presents two options, Fill Days and Fill Weekdays, and enables you to select which one you intended. If you do not use a recognized sequence, the option does not appear

In this exercise, you will enter data by multiple methods, and control how Excel 2007 formats an extended data series.

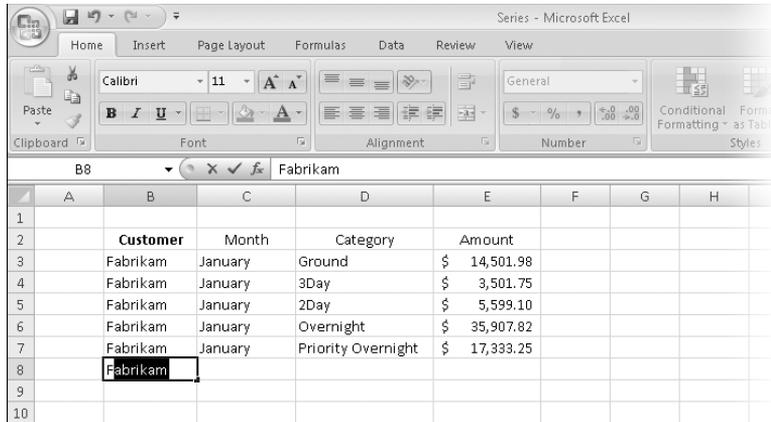


**USE** the *Series* workbook. This practice file is located in the *Documents\Microsoft Press\Excel2007SBS\Data* folder.

**BE SURE TO** start Excel 2007 before beginning this exercise.

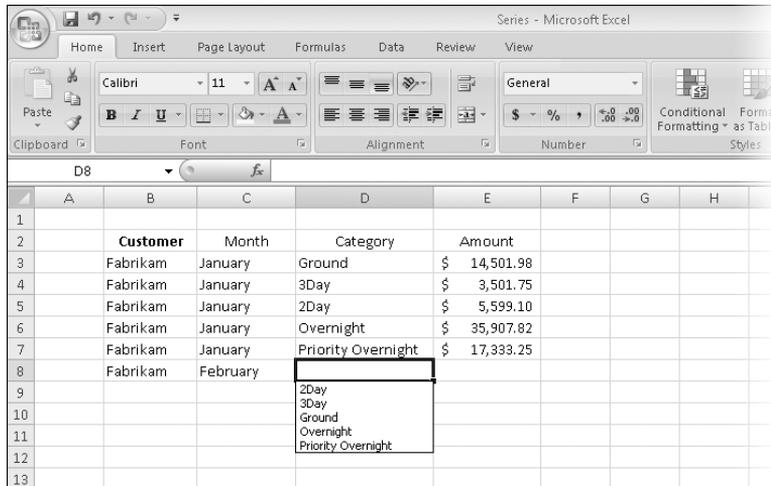
**OPEN** the *Series* workbook.

1. On the *Monthly* worksheet, select cell B3, and then drag the fill handle down until it covers cells B3:B7.  
Excel 2007 repeats the value *Fabrikam* in cells B4:B7.
2. Select cell C3, hold down the **Ctrl** key, and drag the fill handle down until it covers cells C3:C7.  
Excel 2007 repeats the value *January* in cells C4:C7.
3. Select cell B8, and then type the letter **F**.  
Excel 2007 displays the characters *abrikam* in reverse video.



4. Press **Tab** to accept the value *Fabrikam* for the cell.
5. In cell C8, type **February**.
6. Right-click cell D8, and then click **Pick From Drop-down List**.

A list of values in column D appears below cell D8.



7. From the list that appeared, click **2Day**.

The value *2Day* appears in cell D8.

8. In cell E8, type **11802.14**, and then press **Tab** or **Enter**.

The value *\$11,802.14* appears in cell E8.

9. Select cell B2, and then drag the fill handle so that it covers cells C2:E2.

Excel 2007 replaces the values in cells C2:E2 with the value *Customer*.



Auto Fill Options

10. Click the **Auto Fill Options** button, and then click **Fill Formatting Only**.

Excel 2007 restores the original values in cells C2:E2 but applies the formatting of cell B2 to those cells.



**CLOSE** the *Series* workbook.

## Moving Data Within a Workbook

You can move to a specific cell in lots of ways, but the most direct method is to click the cell to which you want to move. The cell you click will be outlined in black, and its contents, if any, will appear in the formula bar. When a cell is outlined, it is the **active cell**, meaning that you can modify its contents. You use a similar method to select multiple cells (referred to as a **cell range**)—just click the first cell in the range and drag the mouse pointer over the remaining cells you want to select. After you select the cell or cells you want to work with, you can cut, copy, delete, or change the format of the contents of the cell or cells. For instance, Gregory Weber, the Northwestern Distribution Center Manager, might want to copy the cells that contain a set of column labels to a new page that summarizes similar data.

**Important** If you select a group of cells, the first cell you click is designated the active cell.

You're not limited to selecting cells individually or as part of a range. For example, you might need to move a column of price data one column to the right to make room for a column of headings that indicate to which service category (ground, three-day express, two-day express, overnight, or priority overnight) a set of numbers belongs. To move an entire column (or entire columns) of data at a time, you click the column's header, located at the top of the worksheet. Clicking a column header highlights every cell in that column and enables you to copy or cut the column and paste it elsewhere in the workbook.