

Excel #5: Tricks for Entering Data

Sometimes you need to enter sequential data, such as 1, 2, 3, ... or 2001, 2002, ...

You could use the Edit/Fill command, but there is a faster method.

Create a new worksheet.

Label two columns: X and Y.

For X, enter the first two rows: 1, 2.

Select both of the new rows (1, 2). If you use the mouse, release the mouse button but do not click anywhere.

Carefully, use the mouse to select the small square at the bottom-right corner of the selection box and drag it down until you have entered the values 1...20.

Hint: You can stop short and see the last number, then drag the corner again and add more rows.

Dragging the selection box always uses a linear extension. It even works for numeric data—using a simple regression forecast. Or, you can skip values to create useful patterns, such as 1, 3 to insert odd numbers.

For practice and to see the additional options, use the Edit/Fill command.

Enter 1 and 2 in the first two rows beneath the Y heading.

Select the rows beneath the Y heading down to row 20 for the X column.

Choose Edit/Fill/Series from the main menu.

Select the Growth option and check the Trend box.

Click the OK button to get powers of two.

X	Y
1	1
2	2
3	4
4	8
5	16
6	32
7	64
8	128
9	256
10	512
11	1024
12	2048
13	4096
14	8192
15	16384
16	32768
17	65536
18	131072
19	262144
20	524288