Lecture 3: MS Excel 2013 - Formulas

## Autofill:

Copy Data using Autofill:

Auto Fill is a time saving feature that allows you to copy text, numbers or Formula

in a spreadsheet.

To copy data using auto fill:



- 1. Type your content into your first cell.
- 2. Position your cursor so it hovers over the bottom right of the cell and it turns into a black cross (1).



3. Click and drag horizontally or vertically to copy the content.



- 4. When you let go, the content is copied **If the content contains** (a possible series e.g. 1, 2, 3 or Monday, Tuesday, Wednesday).
- 5. A Smart Tag appears *(1)*.
- 6. Click on the drop-down arrow on the Smart Tag.



7. Select Copy Cells from the Smart Tag options.

## **Create Custom List:**

File < Options < Advanced < *Edit Custom List*.

Custom Lists		? <mark>×</mark>
Custom Lists		
Custom lists: <u>NEW LIST</u> Sun, Mon, Tue, Wed, Thu, Fri, ! Sunday, Monday, Tuesday, We Jan, Feb, Mar, Apr, May, Jun, Ju January, February, March, Apri الأحد الإثنين. الأربطاء الأحيطاء الأحيطاء الأحد الإثنين. الأربطاء الأحيطاء الأحيطاء	List <u>e</u> ntries:	Add Delete
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Press Enter to separate list entri Import list from cells:	es.	Import
	ОК	Cancel

### AutoSum, Average, etc.:

∑ AutoSum →

- 1. Go to Home Tab.
- 2. Editing Group < *AutoSum*.

#### **Create Formulas:**

The structure of a basic formula in Excel always follows the same structure:

- 1. Equals Sign
- 2. First Cell Reference
- 3. Mathematical Symbol
- 4. Second Cell Reference



# The Mathematical Symbols used by Excel:

- + Addition
- Subtraction
- \* Multiplication
- / Division