

Entering Data Using QuickFill

When you create a spreadsheet, you frequently need to type a long series of data that is sequential or that increases or decreases in predictable increments. The *QuickFill* feature can fill such a series for you, thus saving time and keystrokes. You can use this feature for both numeric and non-numeric sequences. QuickFill can figure out the pattern based on one or two cells, called the *seed*, as long as you specify a sequence of data that Quattro Pro can understand. QuickFill then continues the pattern across a designated block. For example, you can use QuickFill to create column headings titled "Monday, Tuesday, Wednesday..." and so forth or to create a column of sequential numbers such as "1, 2, 3..." and so forth.

METHOD

To enter data using QuickFill:

1. Select the first cells of the series.
2. Enter the values (seed) into the selected block.
3. Select the block containing the seed data and the cells to be filled.
4. On the Toolbar, click the QuickFill button.

EXERCISE

In the following exercise, you will enter data using QuickFill.

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|---|---|
| 1. Select cell A7 | |
| 2. Type Region 1 | |
| 3. Press ENTER | <i>The seed data is entered into cell A7.</i> |
| 4. Select cells A7 through A11 | <i>Cells A7 through A11 are highlighted.</i> |
| 5. On the Toolbar, click the QuickFill button | <i>Quattro Pro fills each cell with the appropriate text and region number.</i> |
| 6. Select cell A1 | <i>The block is deselected.</i> |

END