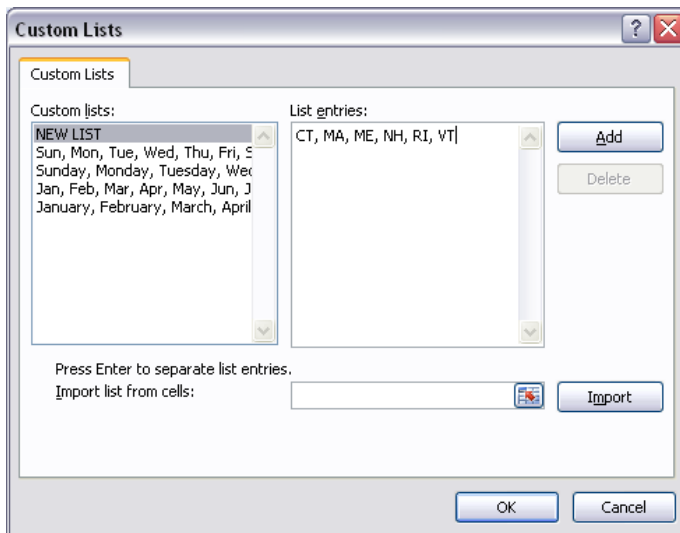


Custom Lists

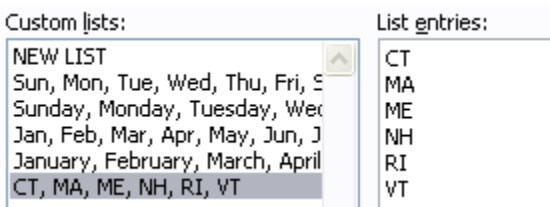
Using the Fill Handle it is easy to enter days of the week, months, and other lists. It makes for quick worksheet creation. Perhaps you have a list of store names, a list of sales territories, or a list of sales person you have to include on many worksheets. You can type them each time, or even doing a copy/paste from another worksheet, but there is an easier way.

Create a custom list that you can create the sequence using the Fill Handle anytime you need to include them in your worksheet.



Office > Excel Options > Popular > Edit Custom Lists

With NEW LIST selected, type your list of items (you can also select them from an existing range of cells or import a list). Separate each item with a comma space. When the list is completed, click Add



The list is added to the end of the list of lists. Click OK and OK to exit the dialog boxes and try out your new list.

	A	B
1	RI	
2		
3		
4		
5		
6		
7		
8		

	A
1	RI
2	VT
3	CT
4	MA
5	ME
6	NH

Enter one of the items in the list, and then drag the Fill Handle down to generate the rest. Drop the Fill Handle and the other entries are filled in from the list.