

Creating a Custom List to Fill Handle for AutoFill Feature

The AutoFill feature of Excel allows you to quickly fill in several types of data series by just selecting a cell and dragging the Fill Handle.

Aside from numbers, days and months, did you know that you can create a custom list and use it as your data series for AutoFill?

[Click here](#) to view how to create your own custom list.

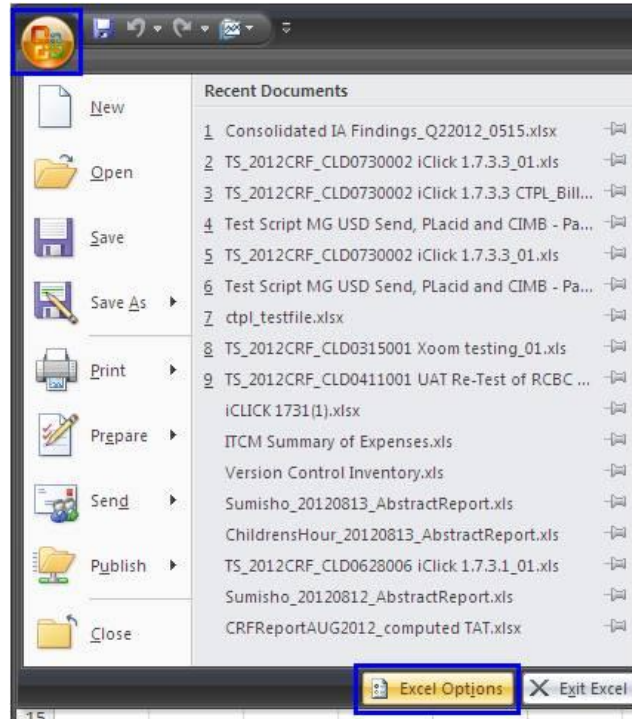


Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Creating a Custom List to Fill Handle

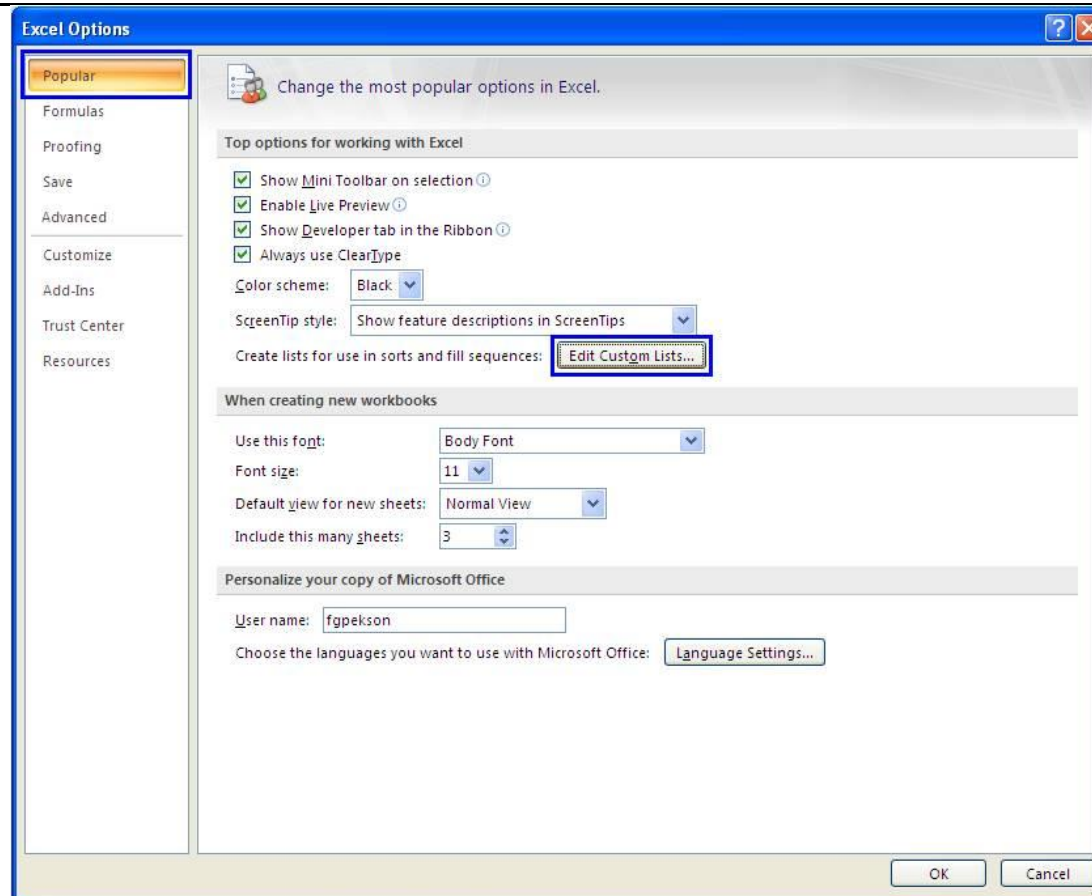
To create a *Custom List*,

1. Click the *Microsoft Office* button and select the *Excel Options*.



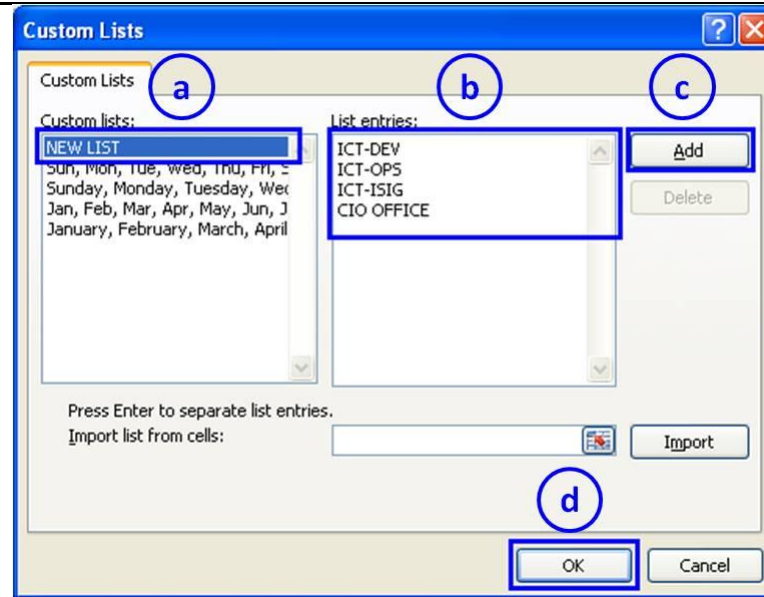
This will load *Excel Options* window.

2. Under the *Popular* tab, click the *Edit Custom Lists...* button located in the right hand pane of the *Excel Options* window.



This will load the *Custom Lists* window.

3. In *Custom Lists* tab, to create a new list entry,
 - a. Select *NEW LIST* in *Custom lists*:
 - b. Type the list members in the text *List entries: text* field
 - c. Click *Add* button
 - d. Click *OK* button

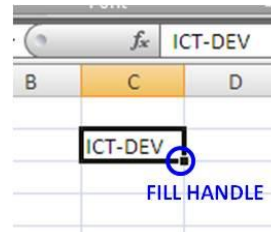


Using the Custom List thru AutoFill Feature

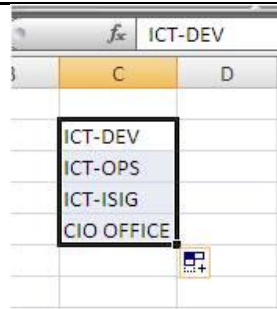
If Excel recognizes that the content of a **cell** is part of your *Custom List*, it will automatically fill other selected cells with the next items.

To do this,

1. Type any entry that is part of your *Custom List* in a cell.

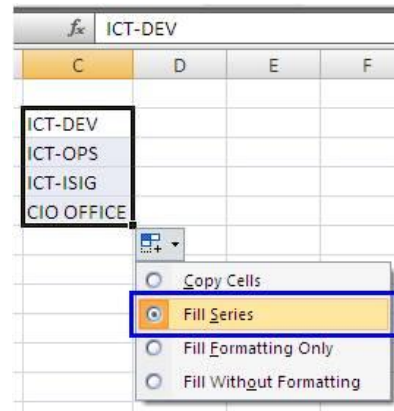


2. Click the *Fill Handle* and drag it to the cells where you want the data to be copied.



Selected cells will be filled with *Custom List* entries.

NOTE: Make sure that the selected option for *AutoFill* is *Fill Series*.



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