CHAPTER 1

FILLING DATA

INFOCUS

Filling refers to the process of filling cells with data. It is very much like copying the contents of one cell to another, and in some cases does exactly that. In other situations, filling can create a series of data items in consecutive cells.

The ***fill handle*** and ***fill pointer*** are the tools used for filling. The fill handle is a black square that appears at the bottom right corner of the active cell. When you point to the fill handle with the mouse, the pointer changes to a thin, black cross known as the fill pointer.

Filling is as simple as dragging the fill handle with the fill pointer.

In this session you will:

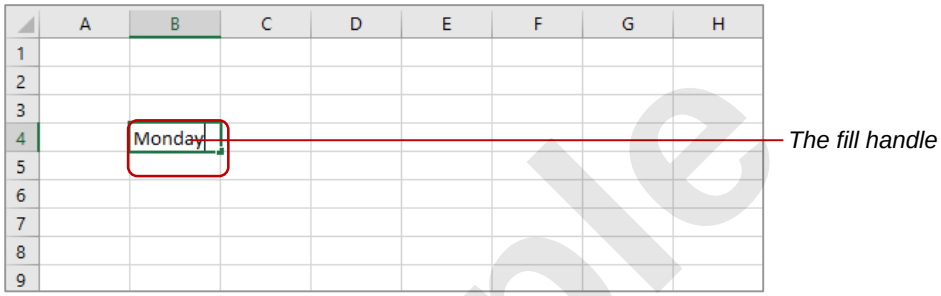
- ✓ gain an understanding of filling
- ✓ learn how to use ***Fill*** to create a series of values
- ✓ learn how to use ***Fill*** to create a growth series
- ✓ learn how to fill a series backwards from right to left
- ✓ learn how to fill using the options on the ***SmartTag*** menu
- ✓ learn how to create a custom fill list
- ✓ learn how to modify a custom fill list
- ✓ learn how to delete a custom fill list
- ✓ learn how to use ***Flash Fill*** to extract text data
- ✓ learn how to perform more complex extractions using ***Flash Fill***
- ✓ learn how to extract dates and values using ***Flash Fill***.

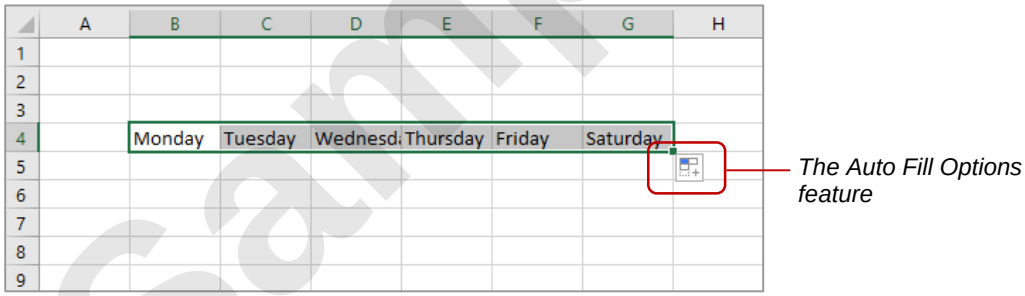
UNDERSTANDING FILLING

Excel enables you to quickly populate cells that follow a series, like fortnightly dates, months of the year, days of the week etc. This process is known as ***filling*** and requires you to indicate the first part of the series, before dragging the contents across or down to the other cells using the ***Fill*** handle. Below is a description of the different types of series that you can create using filling.

The Fill Handle

To create a series, you need to use the ***fill handle***. This is the small black square located in the bottom right corner of a selected cell. By dragging the fill handle across or down to other adjacent cells, you fill these cells with a series. The ***AutoFill Options*** feature allows you to select what you want to fill.





Types of Series

A ***series*** refers to a sequence of ordered entries in adjacent cells, such as the days of the week or months of the year.

When you fill to the right or down, you create a ***growth series*** where the values increment. Growth series require that you start with the first two values in the series so that Excel can determine the size of the increment to be used. For example, the values could be payroll dates two weeks apart. Excel would use that to determine that you want to increment the date value by 14 each time. If you use a combination of a label and a number, you can start a growth series with one value. For example, *Day 1* would become *Day 2*, *Day 3*, and so on

If you fill to the left or upwards, you will create a ***decrementing*** series, where the numbers decrease and the series will be filled in order *down* the values.

You can also use the ***fill options*** to create a series. The options include normal ***copying***, copying ***formats*** or ***values*** only, and creating a series of dates that only includes ***weekdays***. To access the options, you click on the drop arrow of the ***AutoFill Options*** feature. The ***AutoFill Options*** feature appears after you complete a successful fill operation.

Although most of Excel's filling options come from pre-created, built-in lists, you can also create your own ***custom lists***, for instance, department names or product categories.

FILLING A SERIES

A ***series*** refers to a sequence of ordered entries in adjacent cells, such as the days of the week or months of the year. The ***fill*** technique can be used to create these in a worksheet for you, reducing the amount of time taken for data entry and ensuring that the spelling is correct. Excel provides days and months as special built-in ***series*** that you can access.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Filling Data_1.xlsx…

1. Click in cell ***A3*** to make this the active cell
2. Point to the fill handle until the mouse pointer appears as a black cross
3. Click and drag to cell ***F3***

   Excel will fill the range with the first six months of the year…
4. Click in cell ***A4*** and repeat steps ***2*** and ***3*** to create a series of months with their full names

   You can also fill more than one row at a time…
5. Select the range ***A5:A11***
6. Click on the fill handle and drag across to column ***F***
7. Examine each of the series created by the filling process

2

	A	B	C	D	E	F	G
1							
2	**Normal Series**						
3	Jan						
4	January						
5	Mon						
6	Monday						
7	Quarter 1						
8	Qtr 1						
9	Q1						
10	1st Day						
11	Serial 002						
12							

3

	A	B	C	D	E	F	G
1							
2	**Normal Series**						
3	Jan	Feb	Mar	Apr	May	Jun	
4	January						
5	Mon						
6	Monday						
7	Quarter 1						
8	Qtr 1						
9	Q1						
10	1st Day						
11	Serial 002						
12							

6

	A	B	C	D	E	F	G
1							
2	**Normal Series**						
3	Jan	Feb	Mar	Apr	May	Jun	
4	January	February	March	April	May	June	
5	Mon	Tue	Wed	Thu	Fri	Sat	
6	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday	
7	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 1	Quarter 2	
8	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	
9	Q1	Q2	Q3	Q4	Q1	Q2	
10	1st Day	2nd Day	3rd Day	4th Day	5th Day	6th Day	
11	Serial 002	Serial 003	Serial 004	Serial 005	Serial 006	Serial 007	
12							

For Your Reference…

To ***fill*** a ***series***:

1. Click in the first cell in the series
2. Drag the fill handle across as many columns as required

Handy to Know…

- As you drag the fill handle across, a tool tip appears below the fill pointer displaying the current value in the series. This is useful when you want to end on a particular day, month or value.

FILLING A GROWTH SERIES

The fill handle can also be used to create ***growth series*** – where the values increment. Growth series require that you start with the first two values in the series so that Excel can determine the size of the increment to be used. For example, the values could be payroll dates two weeks apart. Excel would use that to determine that you want to increment the date value by 14 each time.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file Filling Data_2.xlsx...*

1. Scroll down and click in cell ***A14*** to make it active
2. Click and drag the fill handle across to cell ***F14***

   Excel will copy 23 across the cells because it has no reason to think you wanted to change the value…
3. Select the range ***A15:B15***

   The values in these cells have a difference of 12…
4. Click and drag the fill handle across to cell ***F15***

   The values increase by 12…
5. Repeat steps ***3*** and ***4*** for the range ***A16:B16***

   The dates increase by 14…
6. Ensure the range ***A16:F16*** is selected, then, on the ***HOME*** tab, click on ***Format*** in the ***Cells*** group and click on ***Autofit Column Width***
7. Repeat steps ***3*** and ***4*** for the range ***A17:B17***

   Excel can see a pattern for the first cell, but not the second, so it increments the Region cells only

2

	A	B	C	D	E	F	G
12							
13	Growth Series						
14	23	23	23	23	23	23	
15	12	24					
16	1/01/2010	15/01/2010					
17	Region 1	Target					
18							

4

	A	B	C	D	E	F	G
12							
13	Growth Series						
14	23	23	23	23	23	23	
15	12	24	36	48	60	72	
16	1/01/2010	15/01/2010					
17	Region 1	Target					
18							

5

	A	B	C	D	E	F	G
12							
13	Growth Series						
14	23	23	23	23	23	23	
15	12	24	36	48	60	72	
16	1/01/2010	15/01/2010	########	########	########	########	
17	Region 1	Target					
18							

7

	A	B	C	D	E	F	G
12							
13	Growth Series						
14	23	23	23	23	23	23	
15	12	24	36	48	60	72	
16	1/01/2010	15/01/2010	29/01/2010	12/02/2010	26/02/2010	12/03/2010	
17	Region 1	Target	Region 2	Target	Region 3	Target	
18							

For Your Reference…

To ***fill*** a ***growth series***:

1. Select the first two values of the series
2. Click and drag the fill handle across as many columns as required

Handy to Know…

- If you use a combination of a label and a number, you can start a growth series with one value. For example, *Day 1* would become *Day 2*, *Day 3*, and so on.

FILLING A SERIES BACKWARDS

When you fill to the right or down, the numbers increase or the series progresses forwards. If you fill to the left or upwards, the numbers will decrease and the series will be filled in order down the values. In other words, to create an ***incrementing*** series, you fill down or to the right. To create a ***decrementing*** series, you fill up or to the left – that is, you fill backwards.

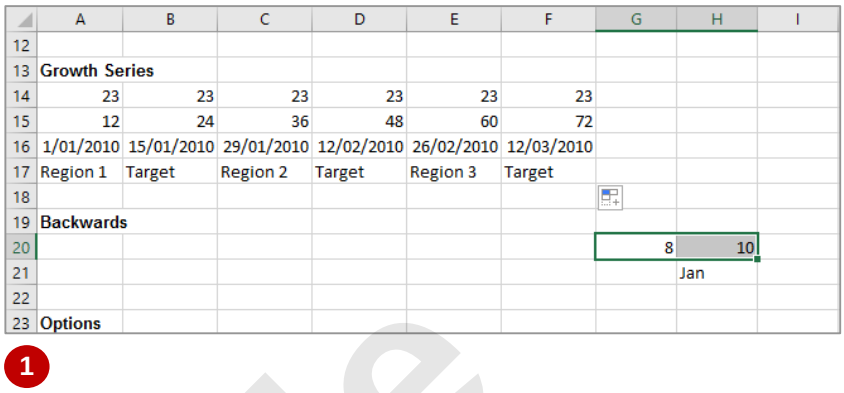
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Filling Data_3.xlsx...

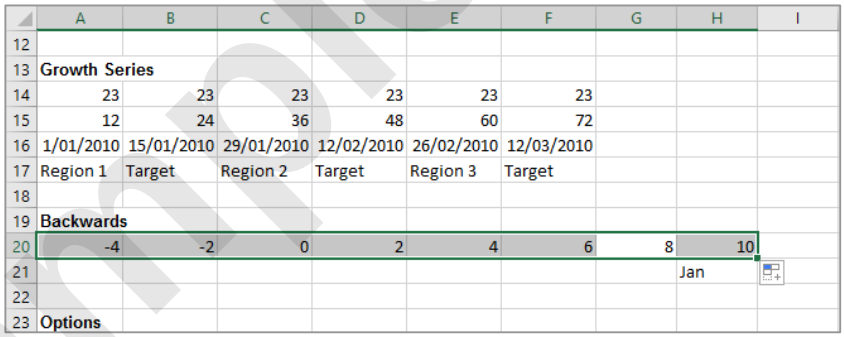
1. Select the range ***G20:H20***
2. Click and drag the fill handle left to cell ***A20***
3. Click in cell ***H21*** to make it active
4. Click and drag the fill handle to cell ***A21***

   The months will be filled backwards in their usual series order



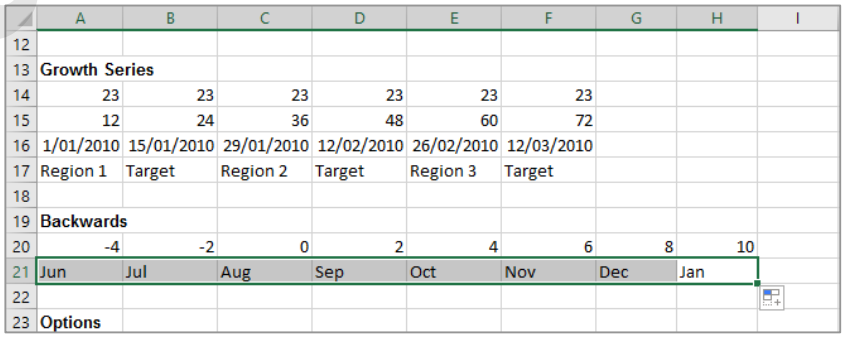
	A	B	C	D	E	F	G	H
12								
13	Growth Series							
14	23	23	23	23	23	23		
15	12	24	36	48	60	72		
16	1/01/2010	15/01/2010	29/01/2010	12/02/2010	26/02/2010	12/03/2010		
17	Region 1	Target	Region 2	Target	Region 3	Target		
18								
19	Backwards							
20							8	10
21								Jan
22								
23	Options							

1



	A	B	C	D	E	F	G	H	I
12									
13	Growth Series								
14	23	23	23	23	23	23			
15	12	24	36	48	60	72			
16	1/01/2010	15/01/2010	29/01/2010	12/02/2010	26/02/2010	12/03/2010			
17	Region 1	Target	Region 2	Target	Region 3	Target			
18									
19	Backwards								
20	-4	-2	0	2	4	6	8	10	
21								Jan	
22									
23	Options								

2



	A	B	C	D	E	F	G	H	I
12									
13	Growth Series								
14	23	23	23	23	23	23			
15	12	24	36	48	60	72			
16	1/01/2010	15/01/2010	29/01/2010	12/02/2010	26/02/2010	12/03/2010			
17	Region 1	Target	Region 2	Target	Region 3	Target			
18									
19	Backwards								
20	-4	-2	0	2	4	6	8	10	
21	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	
22									
23	Options								

4

For Your Reference…

To ***fill*** a series ***backwards***:

1. Select the last cell(s) in the series
2. Drag the fill handle to the left or upwards until the desired starting point in the series is reached

Handy to Know…

- If you backwards fill a series that consists of a text label and number, you will find that the numbers do not become negative; they will reverse in order after reaching zero.
- You can ***delete*** the contents of a single cell by dragging the fill handle upwards over the cell.

FILLING USING OPTIONS

When you fill from a single date, Excel assumes that the increment level is by day. However, if you want to create a series that increments by month or year you can use the ***fill options***.

These options include normal copying, copying formats or values only, and creating a series of dates that only includes weekdays. To access the options, you click on the ***SmartTag*** drop arrow.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file Filling Data_4.xlsx...*

1. Scroll to and click in cell ***A24***, then drag the fill handle across to cell ***F24***

   Excel automatically increments by day…

2. Click on the drop arrow for the ***SmartTag*** to display a menu of options

3. Select **Fill Months**

   The series adjusts to increments by months. The final value is now 1/6/2010…

4. Repeat steps ***1*** to ***3*** for cell ***A25***, but this time select **Fill Years**

   Now the final value is 1/01/2015.

   Let's fill the format only…

5. Click in cell ***A26*** and drag the fill handle across to cell ***F26***

6. Click on the drop arrow for the ***SmartTag*** and select **Fill Formatting Only**

   The currency format will be copied to the other cells

2

	A	B	C	D	E	F	G	H
21	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
22								
23	Options							
24	1/01/2010	2/01/2010	3/01/2010	4/01/2010	5/01/2010	6/01/2010		
25	1/01/2010							
26	$3.25	3.75	4.25	4.75	5.25	5.75		
27								
28								
29								
30								
31								
32								
33								
34								
35								

Copy Cells
Fill Series
Fill Formatting Only
Fill Without Formatting
Fill Days
Fill Weekdays
Fill Months
Fill Years

5

	A	B	C	D	E	F	G	H
21	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
22								
23	Options							
24	1/01/2010	1/02/2010	1/03/2010	1/04/2010	1/05/2010	1/06/2010		
25	1/01/2010	1/01/2011	1/01/2012	1/01/2013	1/01/2014	1/01/2015		
26	$3.25	$3.25	$3.25	$3.25	$3.25	$3.25		
27								
28								

6

	A	B	C	D	E	F	G	H
21	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
22								
23	Options							
24	1/01/2010	1/02/2010	1/03/2010	1/04/2010	1/05/2010	1/06/2010		
25	1/01/2010	1/01/2011	1/01/2012	1/01/2013	1/01/2014	1/01/2015		
26	$3.25	$3.75	$4.25	$4.75	$5.25	$5.75		
27								
28								

For Your Reference…

To ***use fill options***:

1. Click on the first cell of the series
2. Fill using the fill handle
3. Select the required option from the drop arrow for the ***SmartTag***

Handy to Know…

- The ***fill options*** can overcome the need to have two starting values in a sequence. For example, if you want to fill numbers with an increment of ***5***, fill from the first number using the right mouse button, select **Series…** from the shortcut menu, type a ***Step value*** of ***5***, then click on **[OK]**.

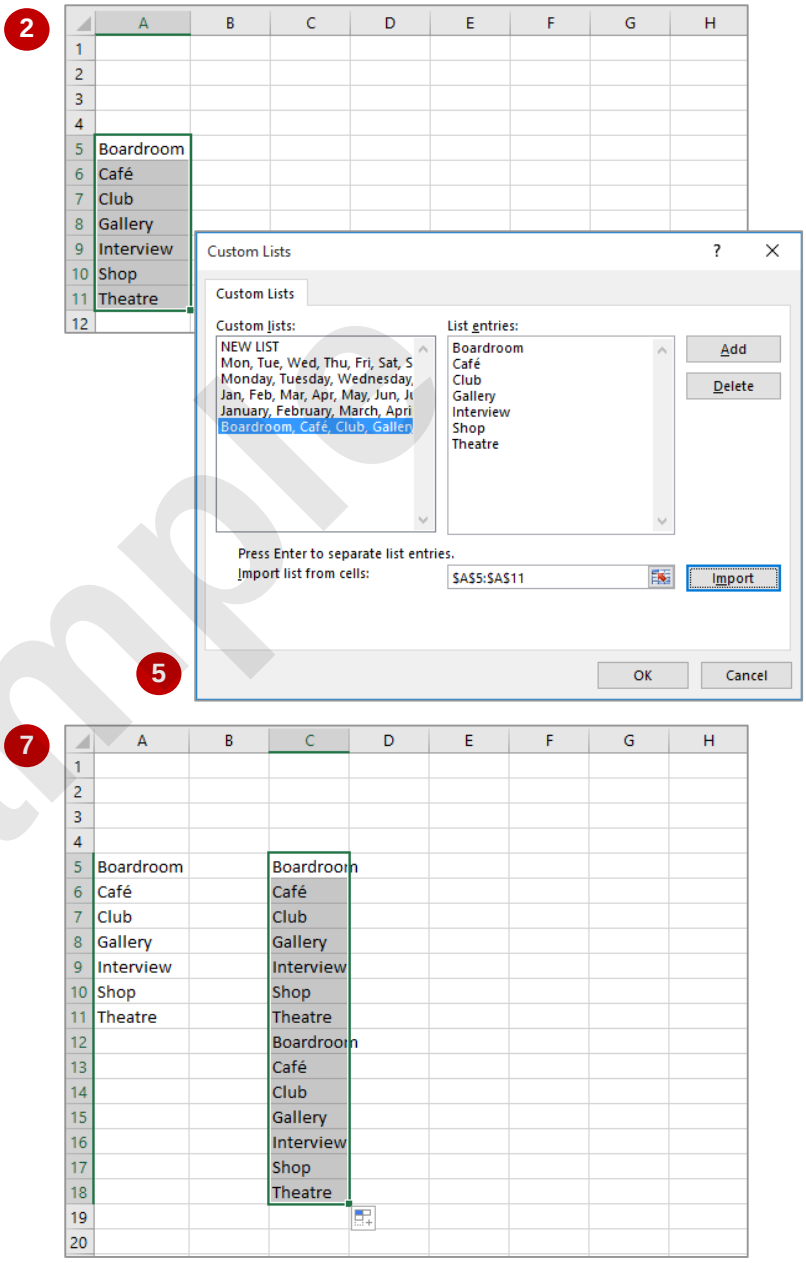
CREATING A CUSTOM FILL LIST

Most of Excel's filling techniques come from pre-created, built-in lists. For example, the names of the months are stored in a list that is accessed when you attempt to fill a range based on the name of one of those months that is in the list. You can also create your own ***custom lists*** to use for fill operations.

Try This Yourself:

Same File *Continue using the previous file with this exercise, or open the file Filling Data_5.xlsx...*

1. Click on the ***Custom Series*** worksheet tab
2. Click in cell ***A5***, hold down Shift, then click in cell ***A11*** to select the range ***A5:A11***
3. Click on the ***File*** tab, then click on ***Options*** to display the ***Excel Options*** dialog box
4. Click on ***Advanced*** in the list on the left, scroll to ***General*** and click on **[Edit Custom Lists]** to display the ***Custom Lists*** dialog box
5. Click on **[Import]** to import the selected text into the ***Custom lists***
6. Click on **[OK]** to close each dialog box and return to the worksheet
7. Click in cell ***C5***, type ***Boardroom***, then click and drag the fill handle down to cell ***C18***



For Your Reference…

To ***create*** a ***custom list***:

1. Type and select the list in the worksheet
2. Click on the ***File*** tab, then click on ***Options***
3. Click on ***Advanced***, then click on **[Edit Custom Lists]**
4. Click on **[Import]**, then click on **[OK]**

Handy to Know…

- You can create new custom lists in the ***Custom Lists*** dialog box by selecting ***New List*** in ***Custom lists***, then click in ***List entries*** and type the entries in the required order. When you have completed the list, click on **[Add]**.

MODIFYING A CUSTOM FILL LIST

You can modify custom fill lists using the ***Custom Lists*** dialog box, which is accessed from the ***Excel Options*** dialog box. You can modify a list by displaying the list entries, making the required changes, then clicking on **[Add]** to update them. You cannot however modify the standard, built-in lists that Microsoft Excel provides.

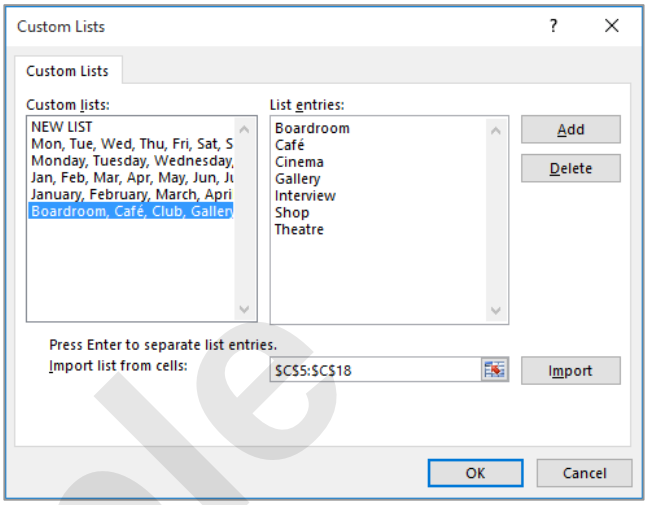
Try This Yourself:

Same File

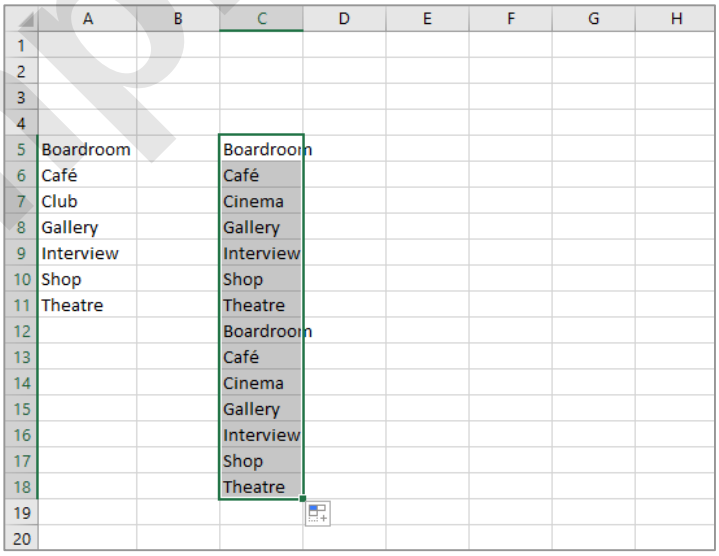
Continue using the previous file with this exercise, or open the file Filling Data_6.xlsx...

1. Click on the ***File*** tab, then click on ***Options*** to display the ***Excel Options*** dialog box
2. Click on ***Advanced*** in the list on the left, scroll to ***General***, then click on **[Edit Custom Lists]** to display the ***Custom Lists*** dialog box
3. Click on ***Boardroom, Cafe…*** in ***Custom lists*** to see the ***List entries*** for this series
4. Double click on ***Club*** in ***List entries*** to select it and type **Cinema**
5. Click on **[Add]** to update the list, then click on **[OK]** to close each dialog box
6. Click in cell ***C5***, then click and drag the fill handle down to cell ***C18*** to update the list with the new item

4



6



For Your Reference…

To ***modify*** a ***custom fill list***:

1. Click on the ***File*** tab and click on ***Options***
2. Click on ***Advanced***, then click on **[Edit Custom Lists]**
3. Click on the list to be modified

For Your Reference (cont'd)…

4. Change the entries as required
5. Click on **[Add]**
6. Click on **[OK]** to close each dialog box

DELETING A CUSTOM FILL LIST

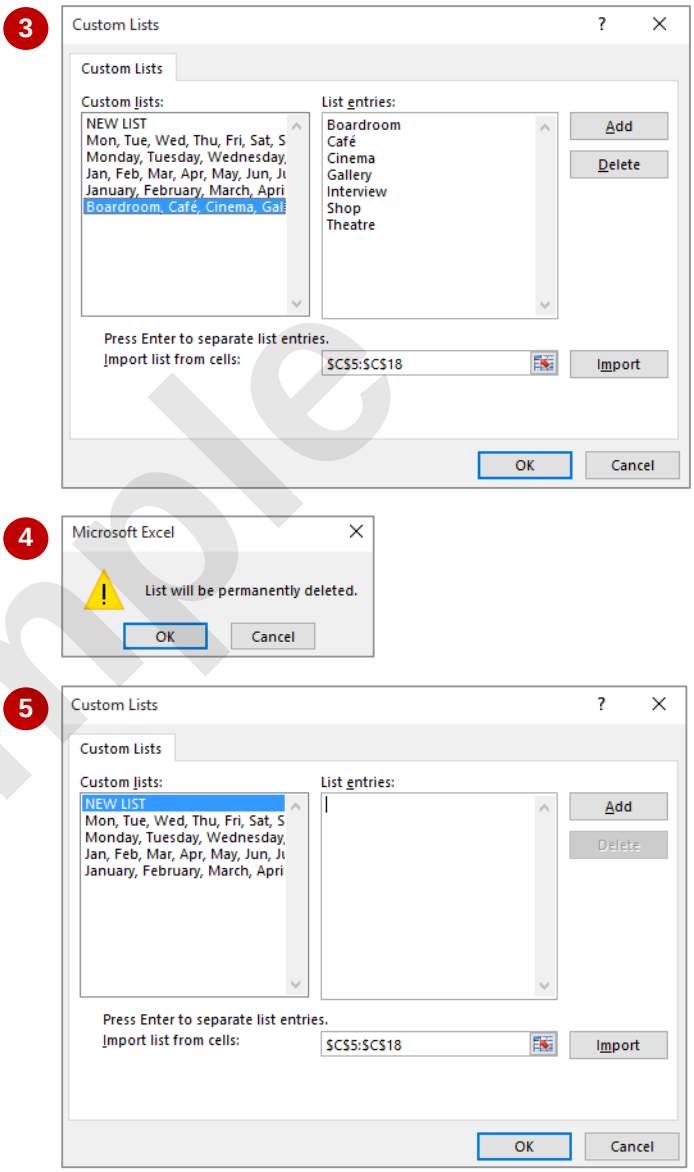
Custom fill lists are available system-wide. This means that no matter which workbook you have open, everyone will be able to access and use your custom fill lists. As custom fill lists become out-dated or are no longer needed they can easily be ***deleted*** from the ***Custom Lists*** dialog box.

Try This Yourself:

Same File — *Continue using the previous file with this exercise, or open the file Filling Data_7.xlsx...*

1. Click on the ***File*** tab, then click on ***Options*** to display the ***Excel Options*** dialog box
2. Click on ***Advanced*** in the list on the left, scroll to ***General***, then click on **[Edit Custom Lists]** to display the ***Custom Lists*** dialog box
3. Click on ***Boardroom, Cafe…*** in ***Custom lists*** to see the ***List entries*** for this series
4. Click on **[Delete]** to start the deletion process

   Excel will now warn you that the list will be permanently deleted from the system…
5. Click on **[OK]** to delete the list
6. Click on **[OK]** to close each dialog box and return to the workbook



For Your Reference…

To ***delete*** a ***custom fill list***:

1. Click on the ***File*** tab, then click on ***Options***
2. Click on ***Advanced***
3. Click on **[Edit Custom Lists]** in ***General***
4. Click on the list to be modified

For Your Reference (cont'd)…

5. Click on **[Delete]**
6. Click on **[OK]** to confirm the deletion
7. Click on **[OK]** to close the dialog boxes

EXTRACTING WITH FLASH FILL

The normal ***fill*** operation is used to fill cells with either copied data or a series based on content in adjacent cells. ***Flash Fill*** will fill cells with pattern matches extracted from adjacent cells. These matches are based on an example that needs to be entered into the first ***fill*** cell. While normal ***fill*** looks for a pattern between cells, ***Flash Fill*** looks for patterns within one or more cells.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file Filling Data_8.xlsx…

1. Click in cell ***B2***, type **Wilson**, then press Ctrl + Enter

   Pressing Ctrl + Enter enters data in the cell but keeps the cell active rather than moving down to the next cell…

2. On the ***Home*** tab, click on ***Fill*** in the ***Editing*** group, then select on **Flash Fill**

   All of the last names of the members will now be extracted to column B…

3. Type **Roger**, then press Ctrl + Enter to update the list with first names

4. Click in cell ***C2***, type **Wilson**, then press Ctrl + Enter

5. Click on ***Fill*** in the ***Editing*** group, then click on ***Flash Fill*** to extract the last names

6. Click in cell ***D2***, type ***RW***, then press Ctrl + Enter

7. Click on ***Fill*** in the ***Editing*** group, then click on ***Flash Fill*** to extract the initials of the members

1

	A	B	C	D	E	F	G
1	**Member**						
2	Roger Wilson	Wilson					
3	Mary Driscoll						
4	Kate Foo						
5	Julie Gregory						
6	Peter Harrison						
7	Harold Lowe						
8	Oscar Renn						
9	Melinda Wrill						
10	Fred Jackson						
11	Mary Lewis						
12							

2

	A	B	C	D	E	F	G
1	**Member**						
2	Roger Wilson	Wilson					
3	Mary Driscoll	Driscoll					
4	Kate Foo	Foo					
5	Julie Gregory	Gregory					
6	Peter Harrison	Harrison					
7	Harold Lowe	Lowe					
8	Oscar Renn	Renn					
9	Melinda Wrill	Wrill					
10	Fred Jackson	Jackson					
11	Mary Lewis	Lewis					
12							

7

	A	B	C	D	E	F	G
1	**Member**		Member	M			
2	Roger Wilson	Roger	Wilson	RW			
3	Mary Driscoll	Mary	Driscoll	MD			
4	Kate Foo	Kate	Foo	KF			
5	Julie Gregory	Julie	Gregory	JG			
6	Peter Harrison	Peter	Harrison	PH			
7	Harold Lowe	Harold	Lowe	HL			
8	Oscar Renn	Oscar	Renn	OR			
9	Melinda Wrill	Melinda	Wrill	MW			
10	Fred Jackson	Fred	Jackson	FJ			
11	Mary Lewis	Mary	Lewis	ML			
12							

For Your Reference…

To ***use Flash Fill***:

1. Type the data to extract in the cell to the right of the source data
2. Click on the ***Home*** tab, then click on ***Fill*** in the ***Editing*** group and click on ***Flash Fill***

Handy to Know…

- Sometimes ***Flash Fill*** fills upwards. You'll notice in the example above that the heading *Member* and then the initial for this (*M*) appears above the fill data. You can delete these if they are not wanted.

MORE COMPLEX FLASH FILL EXTRACTIONS

Flash Fill can be a powerful fill tool for extracting data to adjacent cells. In addition to performing simple, single criteria extractions, you can also perform more complex extractions based on multiple criteria. ***Flash Fill*** also allows you to insert additional text and data into extractions allowing you to create merged sentences based on extracted and fixed text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Filling Data_9.xlsx...

1. Click on the ***Flash Fill 2*** worksheet tab
2. Click in cell ***C2***, type **Brighton**, then press Ctrl + Enter
3. On the ***Home*** tab, click on ***Fill*** in the ***Editing*** group, then select **Flash Fill**

   All of the suburbs from the longer address cells will now be extracted to column C…
4. Ensure that ***C2*** is still the active cell, type **3186**, then press Ctrl + Enter to display only the postal codes from the addresses
5. Ensure that ***C2*** is still the active cell, type **Wilson, Roger lives in Brighton**, then press Ctrl + Enter to display a sentence

   The sentence here is made up of extracted data (the last name, initial, and suburb) and also fixed text

3

	A	B	C
1	**Member**	**Address**	
2	Roger Wilson	34 Smith St, Brighton, 3186	Brighton
3	Mary Driscoll	44 Dorcas St, South Melbourne, 3205	South Mel…urne
4	Kate Foo	67a Victoria Ave, Bentleigh, 3204	Bentleigh
5	Julie Gregory	12 Ascot Vale Rd, Ascot Vale, 3032	Ascot Vale
6	Peter Harrison	567 Pacific Hwy, Traralgon, 3844	Traralgon
7	Harold Lowe	45 Millers Rd, Sunshine, 3020	Sunshine
8	Oscar Renn	56 Edna St, Moonee Ponds, 3039	Moonee Ponds
9	Melinda Wrill	722 Davis St, Bentleigh, 3204	Bentleigh
10	Fred Jackson	98 Nepean St, Brighton, 3186	Brighton
11	Mary Lewis	34 Reindeer Rd, Christmas Hills, 3775	Christmas Hills
12			

4

	A	B	C
1	**Member**	**Address**	
2	Roger Wilson	34 Smith St, Brighton, 3186	3186
3	Mary Driscoll	44 Dorcas St, South Melbourne, 3205	3205
4	Kate Foo	67a Victoria Ave, Bentleigh, 3204	3204
5	Julie Gregory	12 Ascot Vale Rd, Ascot Vale, 3032	3032
6	Peter Harrison	567 Pacific Hwy, Traralgon, 3844	3844
7	Harold Lowe	45 Millers Rd, Sunshine, 3020	3020
8	Oscar Renn	56 Edna St, Moonee Ponds, 3039	3039
9	Melinda Wrill	722 Davis St, Bentleigh, 3204	3204
10	Fred Jackson	98 Nepean St, Brighton, 3186	3186
11	Mary Lewis	34 Reindeer Rd, Christmas Hills, 3775	3775
12			

5

	A	B	C
1	**Member**	**Address**	
2	Roger Wilson	34 Smith St, Brighton, 3186	Wilson, Roger lives in Brighton
3	Mary Driscoll	44 Dorcas St, South Melbourne, 3205	Driscoll Ma…lives in South Melbourne
4	Kate Foo	67a Victoria Ave, Bentleigh, 3204	Foo, Kate lives in Bentleigh
5	Julie Gregory	12 Ascot Vale Rd, Ascot Vale, 3032	Gregory Julie lives in Ascot Vale
6	Peter Harrison	567 Pacific Hwy, Traralgon, 3844	Harrison, Peter lives in Traralgon
7	Harold Lowe	45 Millers Rd, Sunshine, 3020	Lowe, Harold lives in Sunshine
8	Oscar Renn	56 Edna St, Moonee Ponds, 3039	Renn Oscar lives in Moonee Ponds
9	Melinda Wrill	722 Davis St, Bentleigh, 3204	Wrill, Melinda lives in Bentleigh
10	Fred Jackson	98 Nepean St, Brighton, 3186	Jackson, Fred lives in Brighton
11	Mary Lewis	34 Reindeer Rd, Christmas Hills, 3775	Lewis Mary lives in Christmas Hills
12			

For Your Reference…

To ***perform complex extractions*** with ***Flash Fill***:

1. Type a sample of the data to extract in the cell to the right of the source data
2. Click on the ***Home*** tab
3. Click on ***Fill*** in the ***Editing*** group and click on ***Flash Fill***

Handy to Know…

- The process of joining text together is referred to as ***concatenation*** in computer jargon. Concatenation can also be achieved by creating special formulas that string the contents of the cells together.

EXTRACTING DATES AND NUMBERS

Flash Fill is a great tool for extracting text into adjacent cells. You can also insert additional fixed text to create complex sentences. ***Flash Fill*** will also work with dates and numbers. However, care needs to be taken here especially when numbers are also used in text cells such as addresses.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Filling Data_10.xlsx...

1. Click on the ***Flash Fill 3*** worksheet tab
2. Click in cell ***D2***, type **Jan**, then press Ctrl + Enter
3. On the ***Home*** tab, click on ***Fill*** in the ***Editing*** group, then select **Flash Fill**

   The names of the months will now be extracted into column D…
4. Ensure that cell ***D2*** is still active, type **36,455**, then press Ctrl + Enter to display only the integer part of the savings amount
5. Ensure that cell ***D2*** is still active
6. Type **Wilson, R has saved 36,455.34 since 1989**, then press Ctrl + Enter to display a sentence that combines text, values and dates

	A	B	C	D
1	**Member**	**Joined**	**Savings**	
2	Roger Wilson	12-Jan-1989	36,455.34	Jan
3	Mary Driscoll	23-Feb-2003	7,455.66	Feb
4	Kate Foo	02-Feb-2010	522.12	Feb
5	Julie Gregory	05-Feb-2012	699.67	Feb
6	Peter Harrison	11-Feb-1998	32,566.89	Feb
7	Harold Lowe	20-Feb-1997	42,133.78	Feb
8	Oscar Renn	24-Feb-1994	27,899.00	Feb
9	Melinda Wrill	27-Feb-1998	55,677.54	Feb
10	Fred Jackson	04-Mar-2002	12,899.56	Mar
11	Mary Lewis	13-Mar-2012	1,288.56	Mar
12				

2

	A	B	C	D
1	**Member**	**Joined**	**Savings**	
2	Roger Wilson	12-Jan-1989	36,455.34	36,455
3	Mary Driscoll	23-Feb-2003	7,455.66	7455
4	Kate Foo	02-Feb-2010	522.12	522
5	Julie Gregory	05-Feb-2012	699.67	699
6	Peter Harrison	11-Feb-1998	32,566.89	32566
7	Harold Lowe	20-Feb-1997	42,133.78	42133
8	Oscar Renn	24-Feb-1994	27,899.00	27899
9	Melinda Wrill	27-Feb-1998	55,677.54	55677
10	Fred Jackson	04-Mar-2002	12,899.56	12899
11	Mary Lewis	13-Mar-2012	1,288.56	1288
12				

3

	A	B	C	D
1	**Member**	**Joined**	**Savings**	
2	Roger Wilson	12-Jan-1989	36,455.34	Wilson,R has saved 36,455.34 since 1989
3	Mary Driscoll	23-Feb-2003	7,455.66	Driscoll,M s saved 7,455.66 since 2003
4	Kate Foo	02-Feb-2010	522.12	Foo,K has saved 522.12 since 2010
5	Julie Gregory	05-Feb-2012	699.67	Gregory,J has saved 699.67 since 2012
6	Peter Harrison	11-Feb-1998	32,566.89	Harrison,P has saved 32,566.89 since 1998
7	Harold Lowe	20-Feb-1997	42,133.78	Lowe,H has saved 42,133.78 since 1997
8	Oscar Renn	24-Feb-1994	27,899.00	Renn,O has saved 27,899.00 since 1994
9	Melinda Wrill	27-Feb-1998	55,677.54	Wrill,M has saved 55,677.54 since 1998
10	Fred Jackson	04-Mar-2002	12,899.56	Jackson,F has saved 12,899.56 since 2002
11	Mary Lewis	13-Mar-2012	1,288.56	Lewis,M has saved 1,288.56 since 2012
12				

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For Your Reference…

To ***extract dates*** and ***numbers*** with ***Flash Fill***:

1. Type a sample of the date or value to extract in the cell to the right of the source data
2. Click on the ***Home*** tab
3. Click on ***Fill*** in the ***Editing*** group and click on ***Flash Fill***

Handy to Know…

- Like all things to do with spreadsheets, you should carefully check results of operations such as copying and filling.