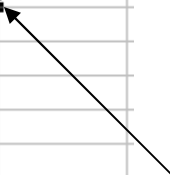


Microsoft Excel has an autofill which automates the filling of a column with common sets of data like the days of the week or months of the year. For example, type “January” into a cell.

	A	B
1	January	
2		
3		
4		
5		
6		



Select the cell and drag the small square handle down 11 more cells to fill in the rest of the months.

	A
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
10	October
11	November
12	December