Philip

Dear ,

Thank you for attending my recent Power Excel Webinar. I hope that we were able to meet your goals for the session. I wanted to remind you of a few key tips from the session:

* The square dot in the lower right corner of a cell is the Fill Handle. Click this icon and drag to extend a list. For example, “January”, will extend February, March, April, and so on.
* To have the number 1 extend to 2, 3, 4, …, you have to hold down Ctrl while dragging the fill handle.
* If you have entered a formula at the top of a large data set, **Double-Click the Fill Handle** to shoot the formula down to the bottom of the data set.

Sincerely,

Bill Jelen