

Copy Cells by Double-Clicking the Fill Handle

3 Cells govern whether or how the double-click trick will work

1. Cell immediately to the left of the active cell
2. Cell immediately below the active cell
3. Cell immediately to right of active cell

- Cell below active cell is nonblank

Excel copies cell till it encounters a blank cell in current column

	A	B	C
1			
2			
3	Region	City	Rep
4	1	10	3
5	1	2	3
6	1	2	3
7	1	2	3
8	1	2	3
9	1	2	3
10	1	2	3
11	1	2	3
12	1	2	3
13	1	2	3
14	1	2	3
15	1	2	3
16	1	2	3
17	1	2	3
18	1	2	3
19	1	2	3
20	1		3
21	1		3
22	1		3
23	1		3
24	1		3
25	1		3
26	1		3
27	1		3
28	1		3
29	1		3
30	1		3
31	1		3
32			

- Cell below active cell is blank

Excel copies cell till it encounters a blank cell in column A, instead of down the entire column

	A	B	C	D
1				
2				
3	Region	City	Rep	
4	1	10	3	
5	1		3	
6	1		3	
7	1		3	
8	1		3	
9	1		3	
10	1		3	
11	1		3	
12	1		3	
13	1		3	
14	1		3	
15	1		3	
16	1		3	
17	1		3	
18	1		3	
19	1		3	
20	1		3	
21	1		3	
22	1		3	
23	1		3	
24	1		3	
25	1		3	
26	1		3	
27	1		3	
28	1		3	
29	1		3	
30	1		3	
31	1		3	
32				

- Only cell to the right of the active cell is nonblank

Excel copies data down until it encounters a blank cell in column to the right of the active cell

	A	B	C		A	B	C
1				1			
2				2			
3	Region	City	Rep	3	Region	City	Rep
4		10	3	4		10	3
5			3	5		10	3
6			3	6		10	3
7			3	7		10	3
8			3	8		10	3
9			3	9		10	3
10			3	10		10	3
11			3	11		10	3
12			3	12		10	3
13			3	13		10	3
14			3	14		10	3
15				15			
16				16			

Uses

Copying formulas down the column

Concatenating Street, State and Zip

Extracting characters from another text string

C2		fx		=LEFT(F2,FIND(" ",F2,1))	
B	C	D	E	F	
1	First Name	Building	IP Address	Physical Address	Location
2	Lab	BSC-2	172.16.88.231	00:14:22:4E:A9:A5	C2 =LEFT(F2,FIND(" ",F2,1))
3			172.17.200.137	00:12:3F:3F:81:67	
4	Hoffman		172.16.118.8	00:00:F8:06:38:9E	1
5	Hoffamn		172.16.118.9	00:10:64:30:57:42	2
6	Lab		172.16.90.49	00:12:3F:50:7E:77	3
					4
					5
					6
					7
					8

Find the End of the Filled-In Cells

Press the End key and then the down-arrow key to get to the end of your data set.

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