

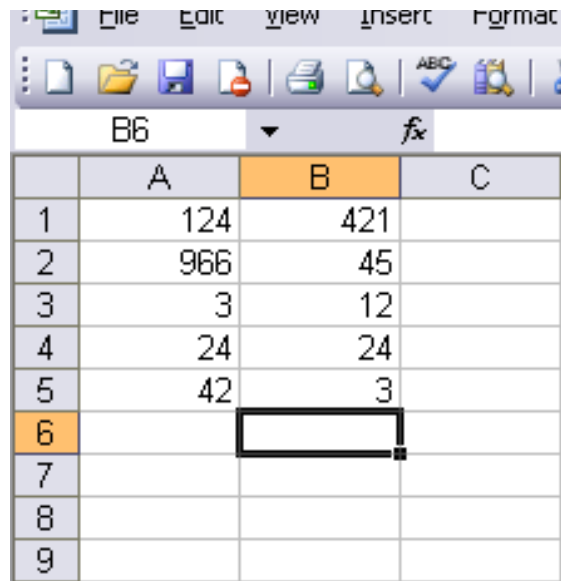
EXCEL ACTIVITY 8 (12)

FILL DOWN

Essential Skills: Fill Down (Review Sum Icon, Formulas)

1. Open a blank **Excel** worksheet. Click on the **Insert** **Tab** and then click on **Text**. Choose **Header & Footer**. Create a Header with your name, date, and class period. Click on **Add Footer** at the bottom of the page and type **Excel Activity 8**.

2. Set up your spreadsheet so it looks like the one on the right.



	A	B	C
1	124	421	
2	966	45	
3	3	12	
4	24	24	
5	42	3	
6			
7			
8			
9			

3. Click cell C1. Type the formula = A1 + B1 and press <Enter>.

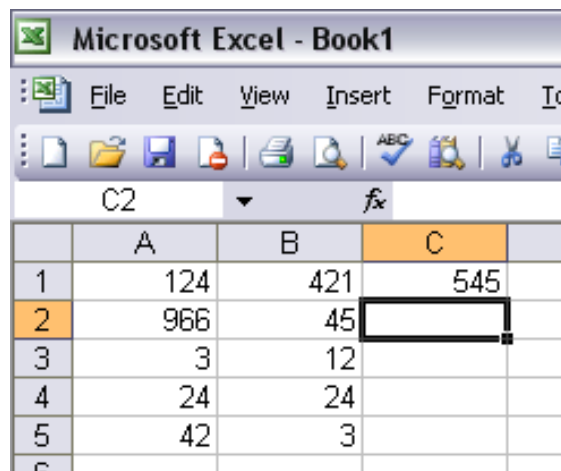
4. Cell C1 contains the formula that we want to copy into cells C2, C3, C4, and C5.

5. Click cell C1.

6. Go to the Copy icon from the Standard Toolbar.


7. Click cell C2.

8. Go to the Paste icon in the toolbar.



	A	B	C
1	124	421	545
2	966	45	
3	3	12	
4	24	24	
5	42	3	
6			

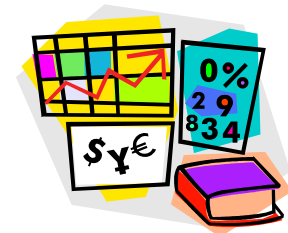
9. The number 1011 *should* have appeared in Cell C2, and the formula =A2 + B2 in the formula bar. Check to be sure this happened.

10. Click on Cell C1. When the cursor is inside cell C1, notice it is a thick cross.  If you move the cursor to the lower-right corner of cell C1, it changes to a thin cross. Position the cursor so it is a thin cross.

*A command called **Fill** can be used to copy and paste a formula or function to additional cells. The spreadsheet contains a Fill Down command. This is easier than retyping the addition formula into each sum cell. It is also easier than repeatedly pasting the formula into each cell. The Fill Down command automatically adjusts the cell labels based on the row to which the function or formula is copied.*

11. Click and drag down to select all the cells from C1 through C5. Let go of the mouse.

12. Cells C1 through C5 should now show the sum of each row's Column A and Column B contents. Do they? Are the numbers different or the same? If they are all the same, you dragged while the thick cross was showing. If they are all different, then you successfully applied the formula to each separate row.
13. Another way to check that you used the Fill Down command correctly is to "Show Formulas". To show formulas quickly, hold down the Control key while striking the key above the TAB with the ` and ~ on it.
14. In Cell C2, the formula should have changed to $=A2 + B2$
 In Cell C3, the formula should have changed to $=A3 + B3$
 In Cell C4, the formula should have changed to $=A4 + B4$
 In Cell C5, the formula should have changed to $=A5 + B5$.



	A	B	C
1	124	421	$=A1 + B1$
2	966	45	$=A2 + B2$
3	3	12	$=A3 + B3$
4	24	24	$=A4 + B4$
5	42	3	$=A5 + B5$
6			
7			

15. Change back to answers showing by hitting Control + ~ key again.

16. Review: There are two ways to type in an addition formula. Say I want to add the numbers in Column A and put the sum in Cell A6 and Cell A7.
- Type the formula $=A1+A2+A3+A4+A5$ in A6. Press ENTER. The answer 1159 should appear.
 - Type the formula $=sum(A1:A5)$ in A7. Press ENTER. The answer 1159 should appear.
17. Save the activity as Excel Activity 12.
18. Use Print Preview to check to see if you are on one page and you have a footer with Excel Activity #8.
19. **Print to the black printer.**