In MS Excel, "AutoFill" can be a handy tool to use when you want to enter a known sequence like days of the week, months, and even formulas.

To enter the days of the week across subsequent columns or rows:

1. Enter "Monday" in the first cell of the sequence.

2. Position your mouse pointer to the bottom right of that cell

· The mouse pointer will change to a black cross (the "auto-fill cursor") to indicate that an AutoFill list is available.

· When you can see the AutoFill cursor, hold down your left mouse button and drag to the right to the last cell in your sequence.

· Excel will now complete the days of the week

Excel 2007 is pre-programmed with Day and Month AutoFill lists. You can create your own AutoFill list by following these directions:

In Excel, Click the Microsoft Office button in the upper left of the screen and select Excel Options in the bottom of the window.

1. Click the *Popular* tab in the left hand pane.

2. Click the *Edit Custom List* button in the right hand pane to open the *Custom List* dialog box.

3. Type the new list in the *List entries* window.

4. Click OK.

5. The new AutoFill list appears in the Custom Lists window.

To view a video of this tip, click the link below:

http://screencast.com/t/13WFAVzD