

Hot Excel Tip

Does autofill give you the blues when typing similar text in cells?

If a number of words begin with identical letters, for example, New Jersey and New Hampshire, Excel can't tell which entry to place in the cell until the first differentiating letter. This can be time consuming. Fortunately, you can speed the process.

It's as easy as 1-2-3

- ① Press [Alt] and the [Down Arrow] key
- ② Excel displays a drop-down list of previous entries
- ③ Release the Alt key then use your mouse or arrows to select

You can also display the item list by right-clicking on a cell and choosing Pick From List.
