PRODUCTIVITY

For Internal Use Only

Creating Pattern of Numbers or even Dates

One of the amazing feature built into Excel is its ability to recognize a pattern in your data, and allow you to automatically copy it to other cells. This works with numbers, days of the week or even with months!

<u>Click here</u> to learn how to create a pattern of Numbers or even dates

> Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Excel

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• To insert a pattern of numbers: type the first two numbers on two adjacent cells, then drag the cell down to populate data.

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• To insert a pattern of letters: just type the letters you want to make a pattern of, then drag the cell down to populate data.

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