

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!

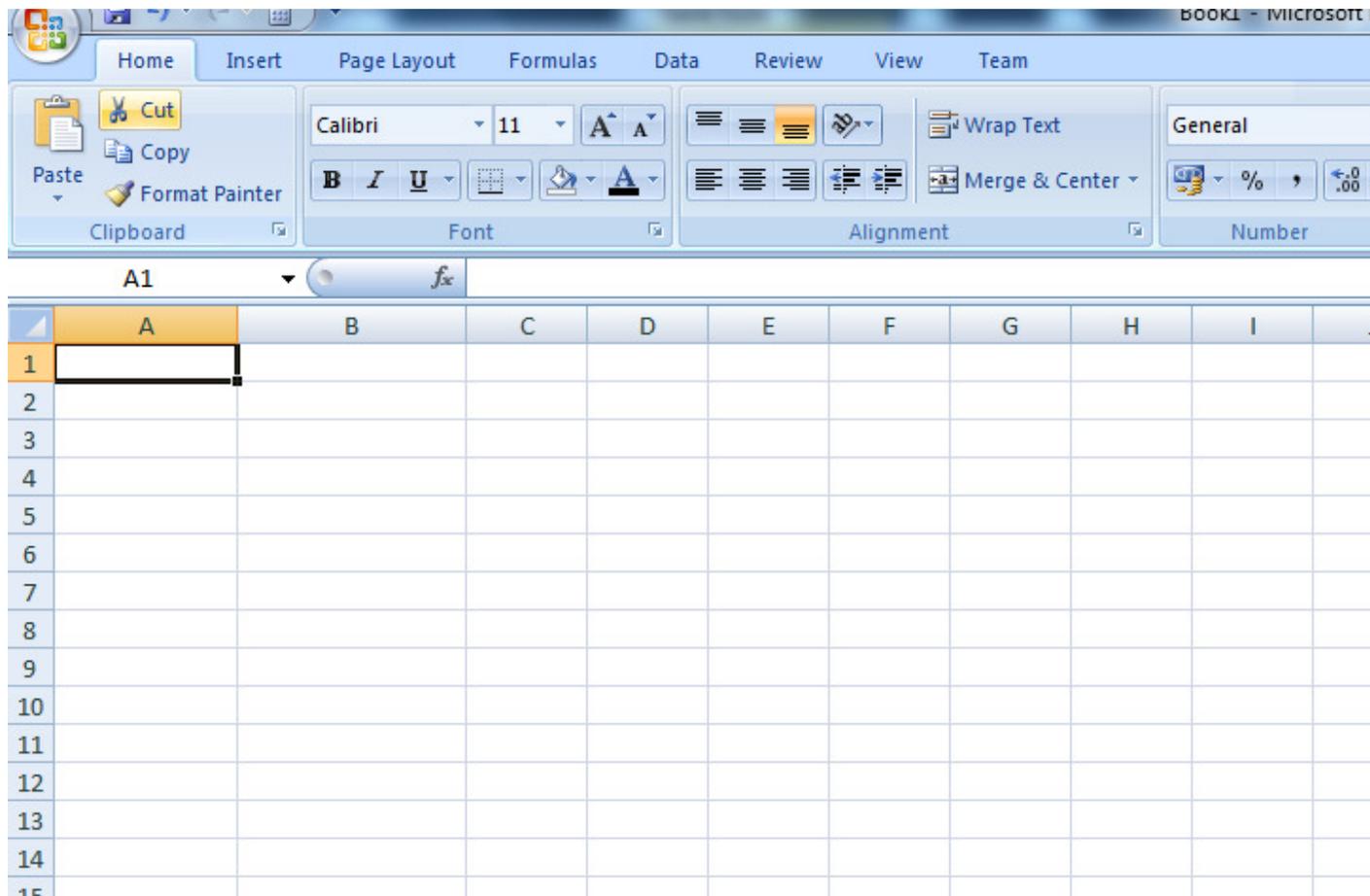
[Click here](#) to learn how to create a pattern of Numbers or even dates



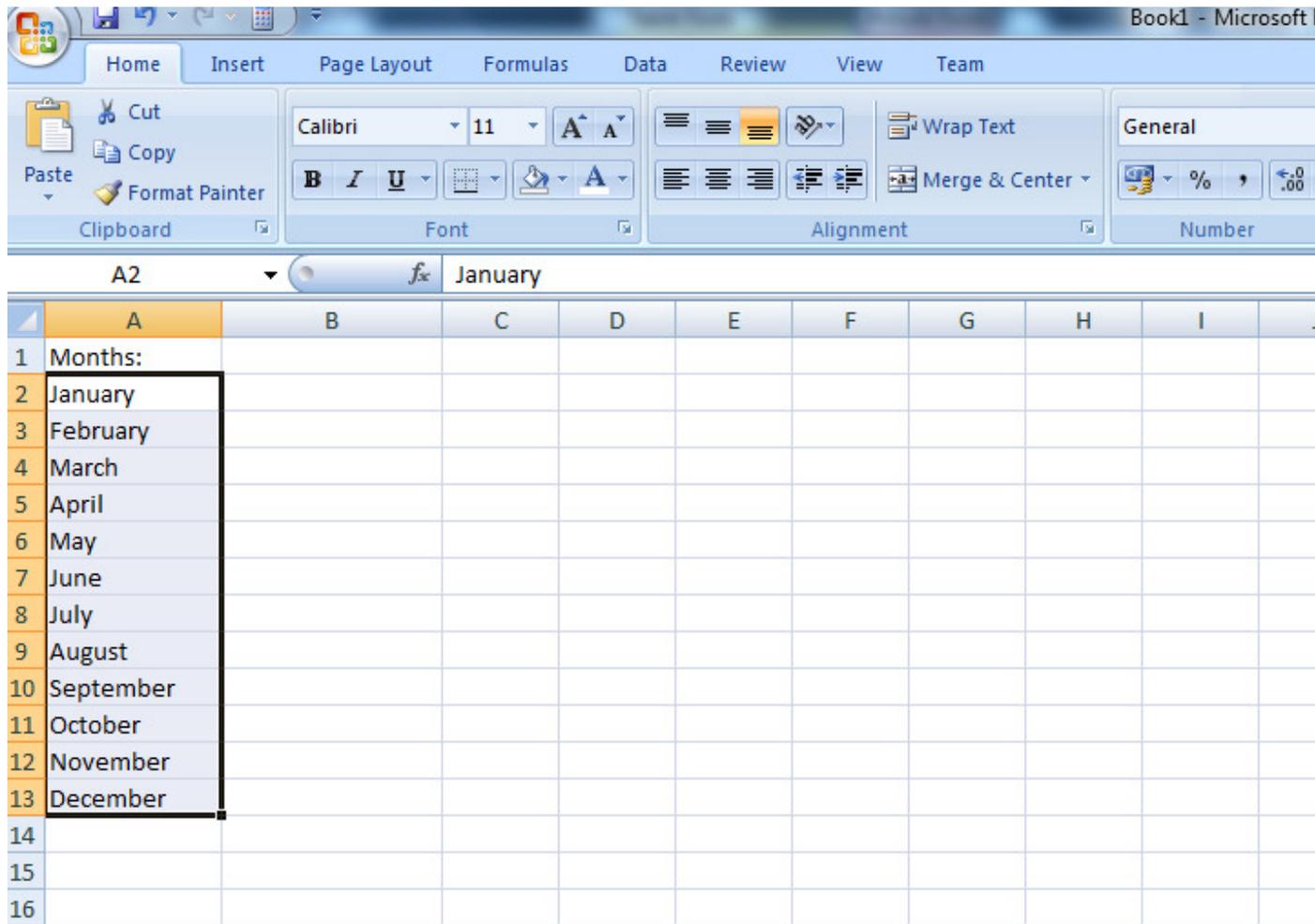
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Creating Pattern of Numbers or even Dates

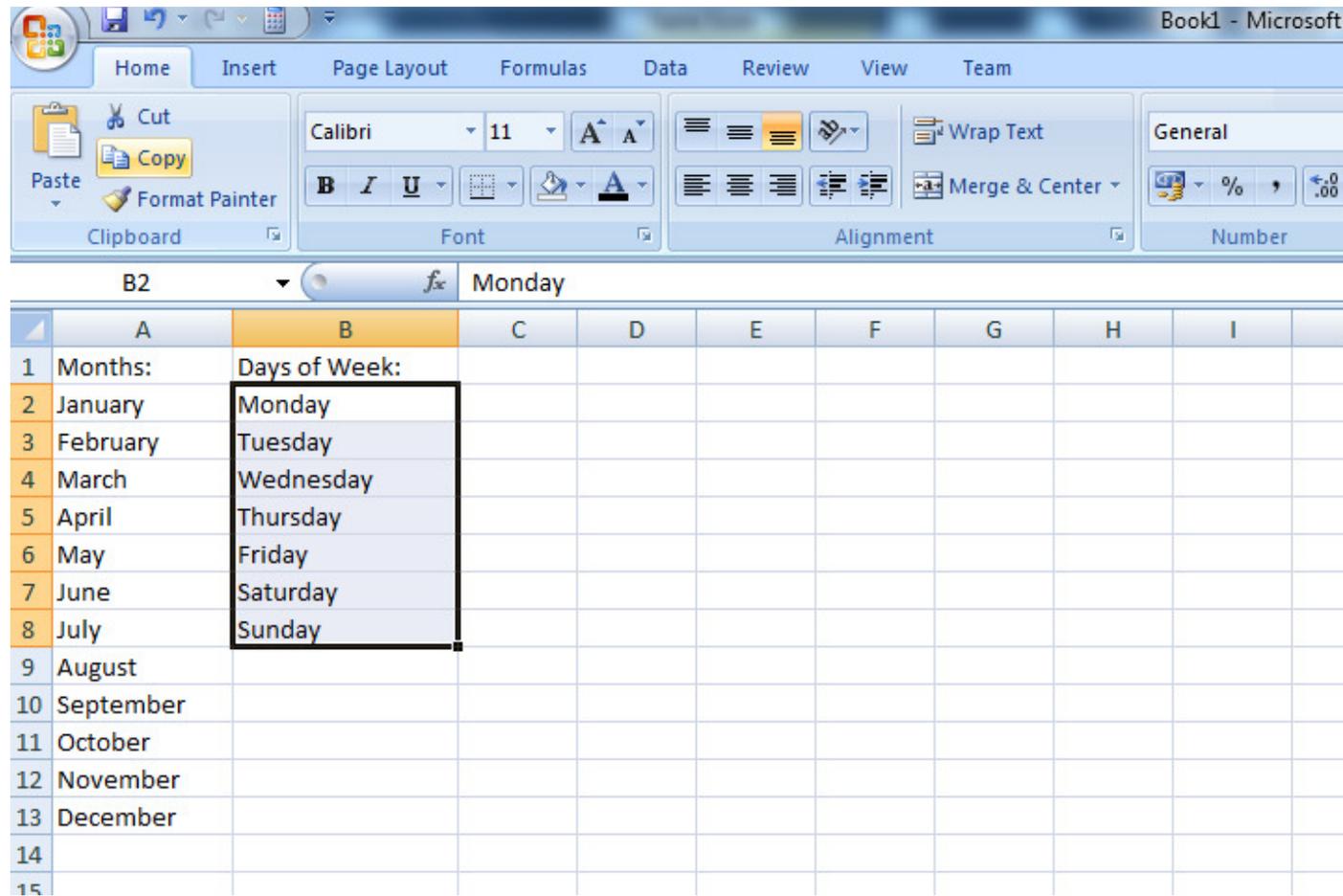
- On the worksheet, select the cell where you want to start.



- To insert a pattern of months: type any month you want to make a pattern of, then drag the cell down to populate data.



- To insert a pattern of days: type any day of the week you want to make a pattern of, then drag the cell down to populate data.



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

	A	B	C	D	E	F	G	H	I
1	Months:	Days of Week:	Numbers:						
2	January	Monday	50						
3	February	Tuesday	100						
4	March	Wednesday	150						
5	April	Thursday	200						
6	May	Friday	250						
7	June	Saturday	300						
8	July	Sunday	350						
9	August		400						
10	September		450						
11	October		500						
12	November		550						
13	December		600						
14									
15									

- 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.

	A	B	C	D	E	F	G	H
1	Months:	Days of Week:	Numbers:	Letters:				
2	January	Monday	50	Q1				
3	February	Tuesday	100	Q2				
4	March	Wednesday	150	Q3				
5	April	Thursday	200	Q4				
6	May	Friday	250	Q1				
7	June	Saturday	300	Q2				
8	July	Sunday	350	Q3				
9	August		400	Q4				
10	September		450	Q1				
11	October		500	Q2				
12	November		550	Q3				
13	December		600	Q4				
14								
15								

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