

Make a Custom List

In Excel you can use Autofill to create a series. This is a great time saving feature to fill information into other cells such as a function, date, or number series.

The image shows three examples of Excel autofill series:

A	B
1	
2	10
3	20
4	
5	
6	
7	
8	
9	
10	

The second spreadsheet shows a series of days of the week:

A	B	C	D	E	F
1	Monday	Tuesday	Wednesday	Thursday	
2				Friday	
3					

The third spreadsheet shows a series of dates:

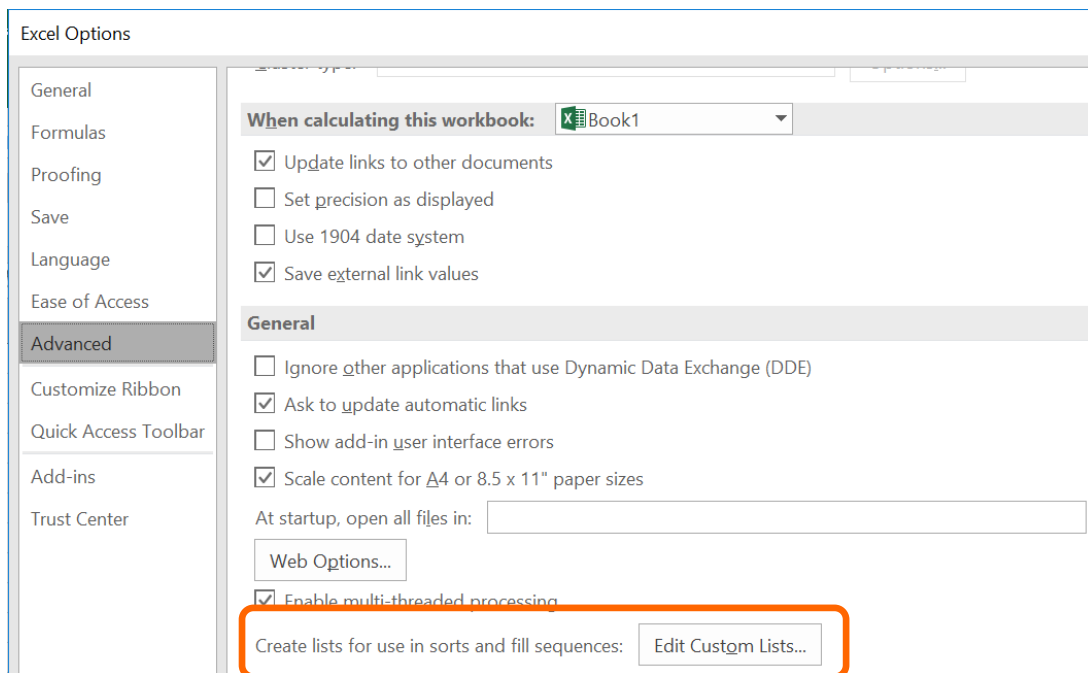
A	B	C	D	E	F	G
1	12/6/2010	12/7/2010	12/8/2010	12/9/2010	12/10/2010	12/11/2010
2						
3						12/12/2010

But what if you want to add your own items to a list? Custom lists are a great way to keep a frequently used list of items ready to be input with a simple click, like a list of cities or names.

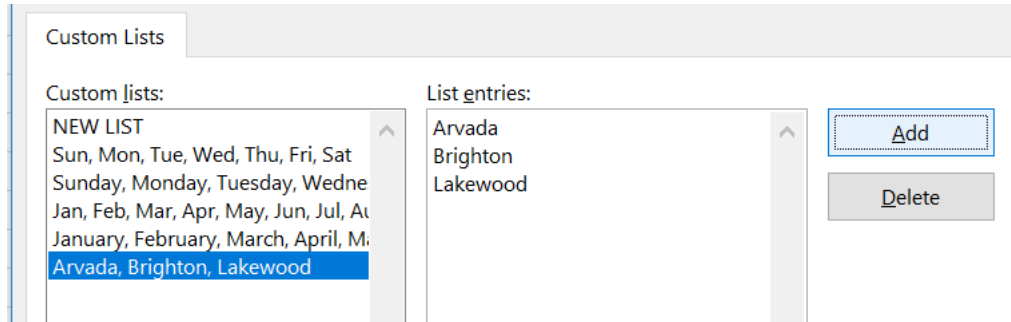
There are a couple of ways to do this. You can add the items to the list entry or import an already existing list.

Add items to a Custom List:

1. Click on the File tab then Options.
2. From the Excel Options dialog box, choose Advanced and scroll down to the General section.



4. Type the list in the List entries box.



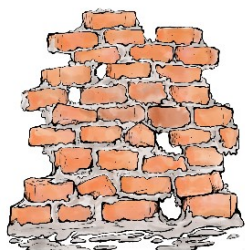
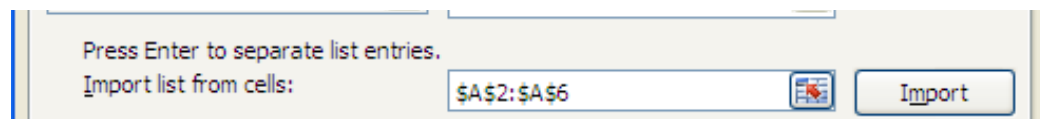
5. Once done, click on Add.

6. Click on Ok and Ok again to get back to your spreadsheet.

7. Your custom list is ready to use.

Import items to a Custom List:

If you already have a list in Excel, click Import to select that list.



"Filling in the Gaps" series
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