

How can I use Excel's AutoFill feature to fill cells with a custom list?

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Excel's AutoFill feature allows users to quickly and efficiently fill cells with a custom list. This feature is particularly useful when working with repetitive data or when creating lists. To use this feature, simply enter the desired list in a column or row, select the cells containing the list, and then drag the small square located in the bottom right corner of the selection to the desired area. This will automatically fill the selected cells with the custom list, saving users time and effort. Additionally, users can also create their own custom lists in Excel for even more efficient data entry.

Excel: AutoFill Using a Custom List

The following step-by-step example shows how to autofill values in Excel using a custom list.

Step 1: Create Custom List

First, let's enter the values for the custom list that we'd like to use for autofilling.

For this example, we'll create a list of basketball team names:

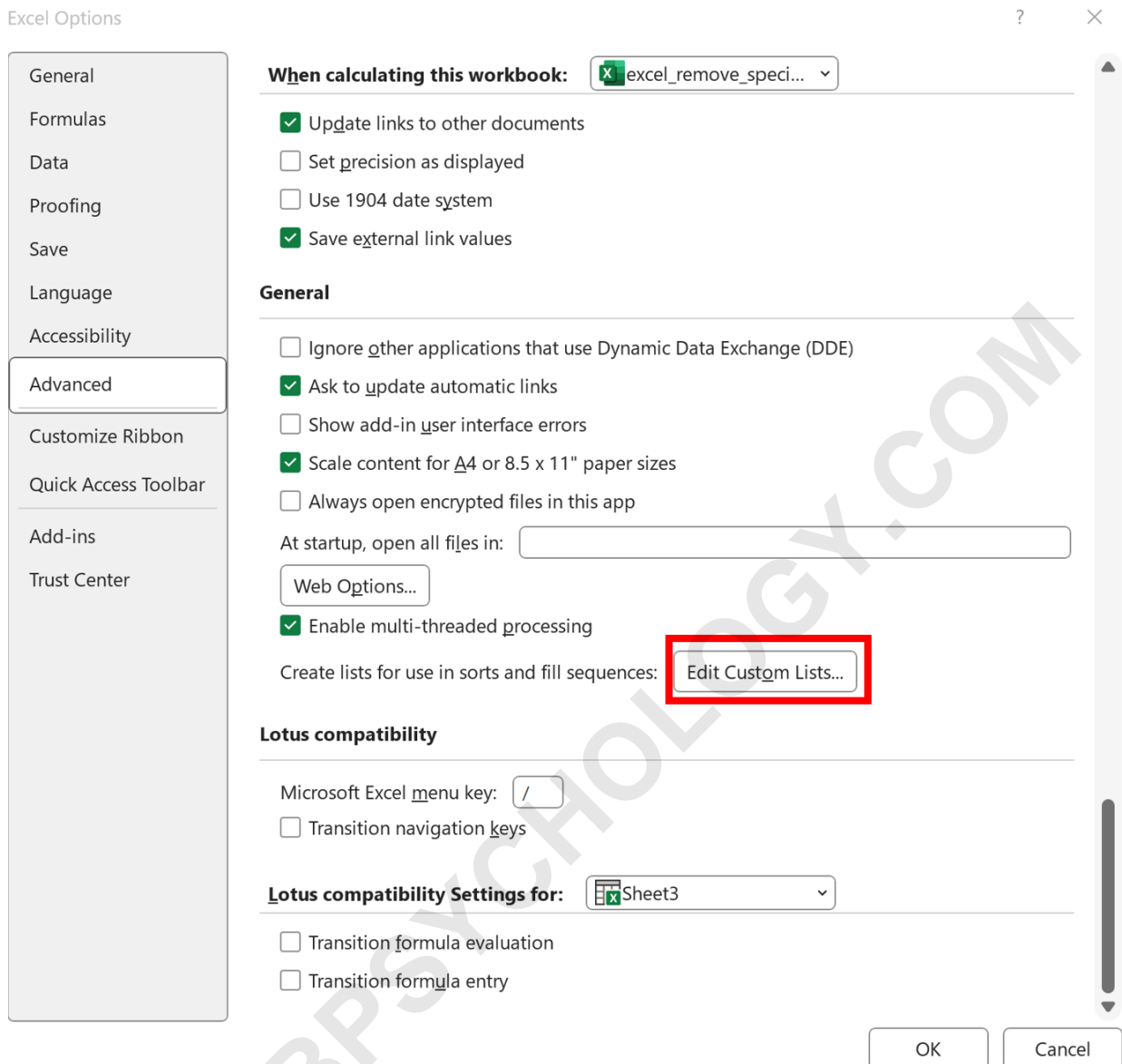
	A	B	C	D	E
1	Team List				
2	Mavs				
3	Spurs				
4	Rockets				
5	Kings				
6	Warriors				
7	Nets				
8	Lakers				
9	Thunder				
10	Blazers				
11	Jazz				
12					
13					
14					
15					
16					
17					

Step 2: Edit Custom Lists

Next, we need to add this list of basketball team names as a new custom list in Excel.

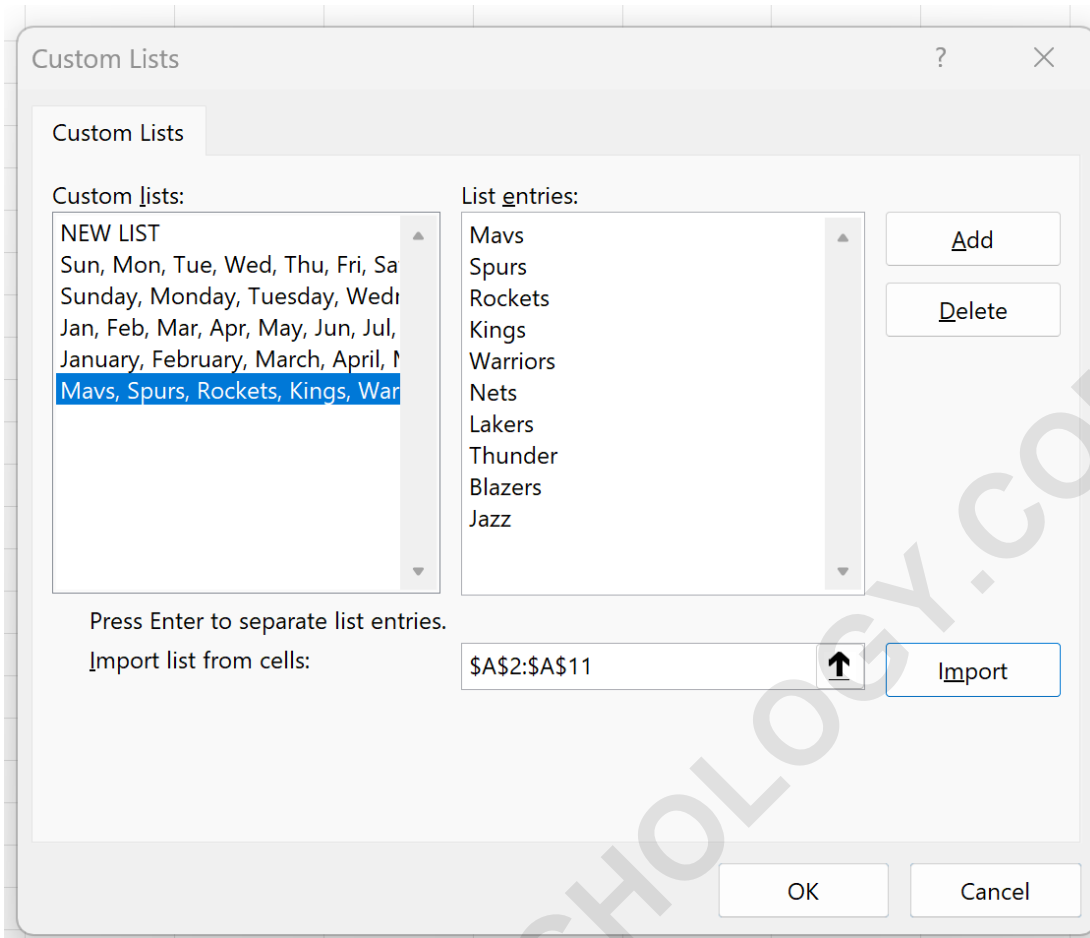
To do so, highlight the team names in the range A2:A11, then click the File tab along the top ribbon, then click Options in the bottom left corner.

In the new window that appears, click Advanced from the side bar, then scroll all the way down until you see a button called Edit Custom Lists:



In the new window that appears, make sure NEW LIST is highlighted and make sure the range A2:A11 is shown in the box titled Import list from cells.

Then click Import:



The list of basketball team names will now appear in the list of Custom lists.

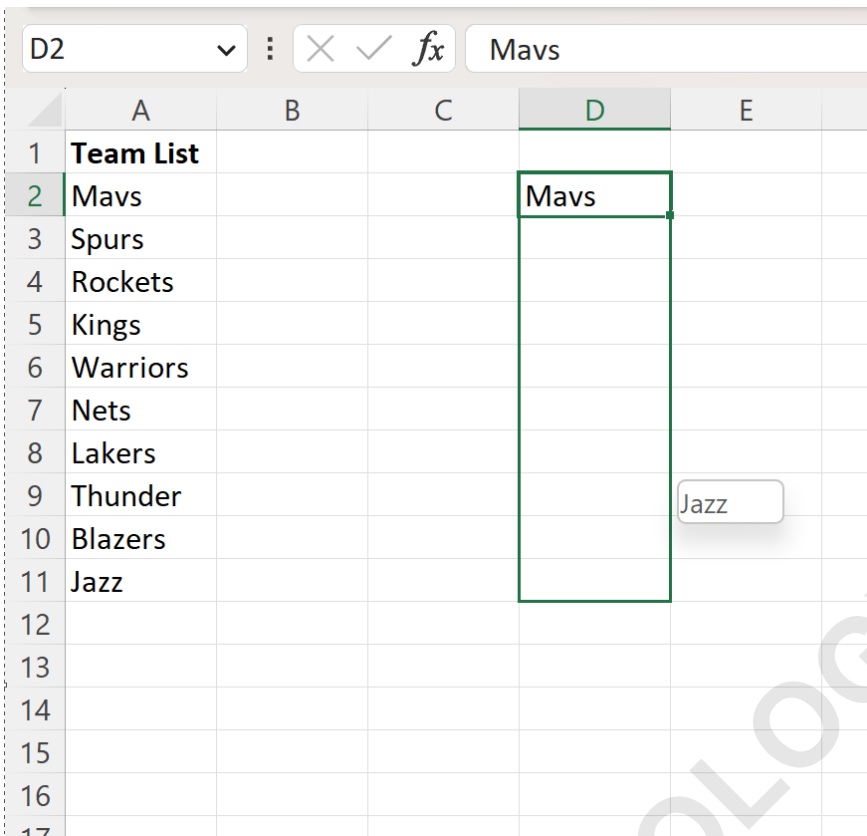
Click OK to close this window.

Step 3: AutoFill from List

Now that we added this list of basketball team names as a custom list, we can autofill team names by simply typing the first name of the team in this list.

	A	B	C	D	E	F
1	Team List					
2	Mavs			Mavs		
3	Spurs					
4	Rockets					
5	Kings					
6	Warriors					
7	Nets					
8	Lakers					
9	Thunder					
10	Blazers					
11	Jazz					
12						
13						
14						
15						
16						
17						

To autofill the rest of the values from our list, hover over the bottom right-hand corner of cell D2 until a tiny cross "+" appears. Then we can click and drag down to the cells below it:



The screenshot shows an Excel spreadsheet with a custom list of team names. The list is located in column A, rows 2 through 11. The team names are: Mavs, Spurs, Rockets, Kings, Warriors, Nets, Lakers, Thunder, Blazers, and Jazz. The first cell of the list, A2, contains 'Mavs'. A range of cells from D2 to D11 is selected, and the word 'Mavs' is visible in the top-left corner of this range, indicating that the AutoFill feature is being used to copy the value from A2 into these cells. A small 'Jazz' tooltip is visible near cell E9. The formula bar at the top shows 'Mavs' and the active cell is D2.

	A	B	C	D	E
1	Team List				
2	Mavs			Mavs	
3	Spurs				
4	Rockets				
5	Kings				
6	Warriors				
7	Nets				
8	Lakers				
9	Thunder				Jazz
10	Blazers				
11	Jazz				
12					
13					
14					
15					
16					
17					

Each of the values from our custom list of team names will be autofilled into the cells:

	A	B	C	D	E	F
1	Team List					
2	Mavs			Mavs		
3	Spurs			Spurs		
4	Rockets			Rockets		
5	Kings			Kings		
6	Warriors			Warriors		
7	Nets			Nets		
8	Lakers			Lakers		
9	Thunder			Thunder		
10	Blazers			Blazers		
11	Jazz			Jazz		
12						
13						
14						
15						
16						
17						
18						

This custom list will also be saved so that it can be used with any Excel workbook even after you close out of the workbook that you created it in.

The following tutorials explain how to perform other common tasks in Excel: