How do I copy a formula?

1. Click in the cell you wish to copy.
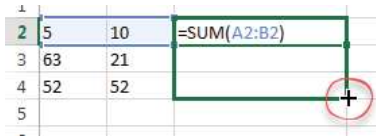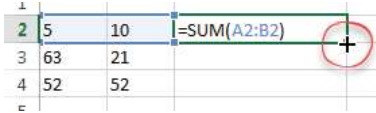2. Position your cursor at the bottom left of the cell you wish to copy. The cursor will change in appearance to that of a thick black plus sign.
3. Click and hold down the left mouse button.
4. Drag the cursor over the cells you wish the formula copied to.
   A solid border will highlight the selected cells.
5. Release the mouse button.

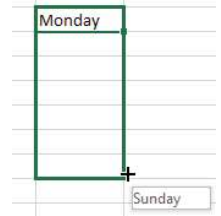## How do I copy the same number over a range of cells?

1. Click in the cell you wish to copy.
2. Position your cursor at the bottom right of the cell you wish to copy.
   The cursor will change in appearance to that of a thick black plus sign.
3. Click and hold down the left mouse button.
4. Drag the cursor over the cells you wish the formula copied to.
   A solid border will highlight the selected cells.
5. Release the mouse button.

How do I copy a predefined sequence?

To copy a sequence of numbers, dates, days of the month, months of the year etc:

1. Click in the cell you wish to copy.
2. Position your cursor at the bottom right of the cell you wish to copy. The cursor will change in appearance to that of a thick black plus sign.
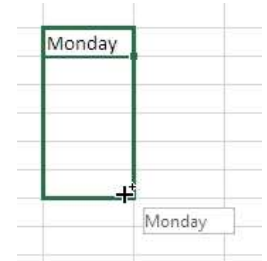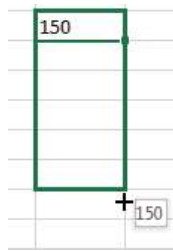3. Click and hold down the left mouse button.
4. Drag the cursor over the cells you wish the formula copied to.
   A solid border will highlight the selected cells.

   If you wish to copy the same value in a predefine sequence over the cells:
   Press and hold <Ctrl> before releasing the mouse button in step 4 above.
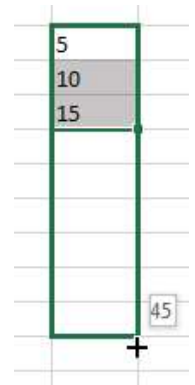
How do I copy a user-defined sequence?

1. Begin the sequence as normal.
2. Select the cells containing the beginning of the sequence.
3. Copy the cells down following the steps above.

For help and assistance, call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.