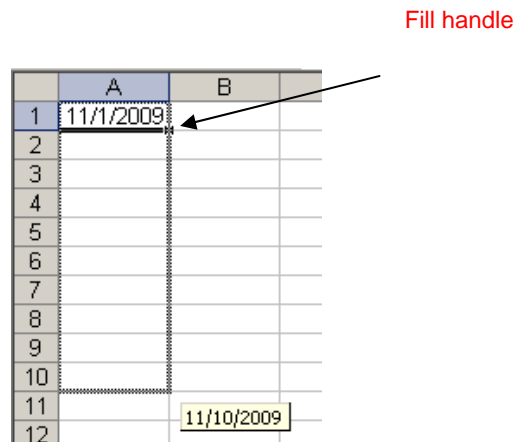


BSM Connection™ Online Library Software Tips - *Microsoft Excel*

Filling a Range with a Series of Dates

1. Place the first date in cell desired (ex. Cell A - 11/1/09)
2. Select the Fill handle in the bottom-right corner of the cell.
When you do this, the cursor changes to a plus sign.



3. Right-click and drag vertically or horizontally, and then release the mouse.
4. A shortcut menu will appear. Select the series preferred.