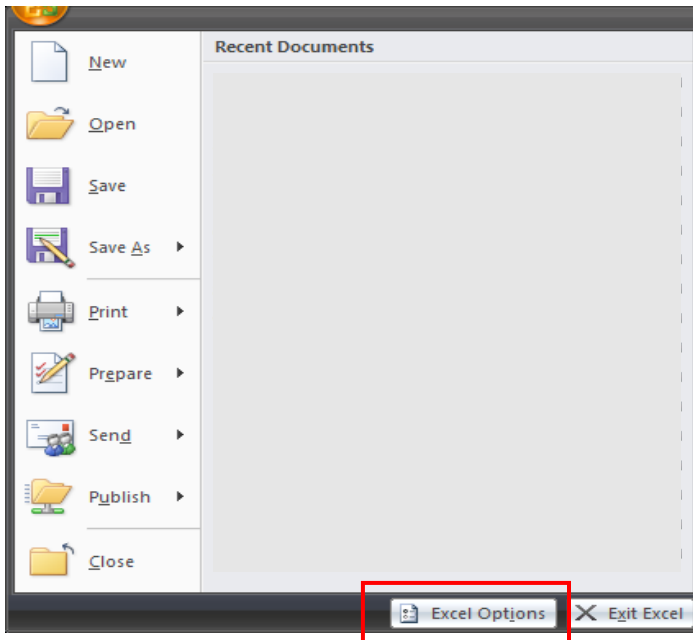


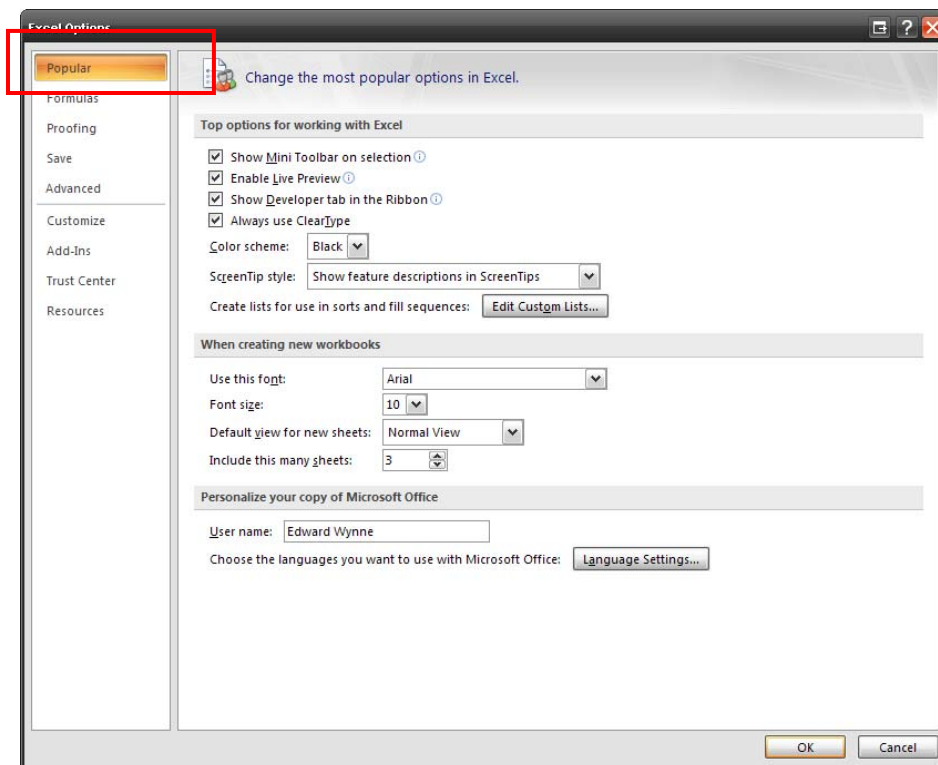
Customizing Auto-Fill Lists in Microsoft Excel 2007

Typing the new Auto Fill list yourself

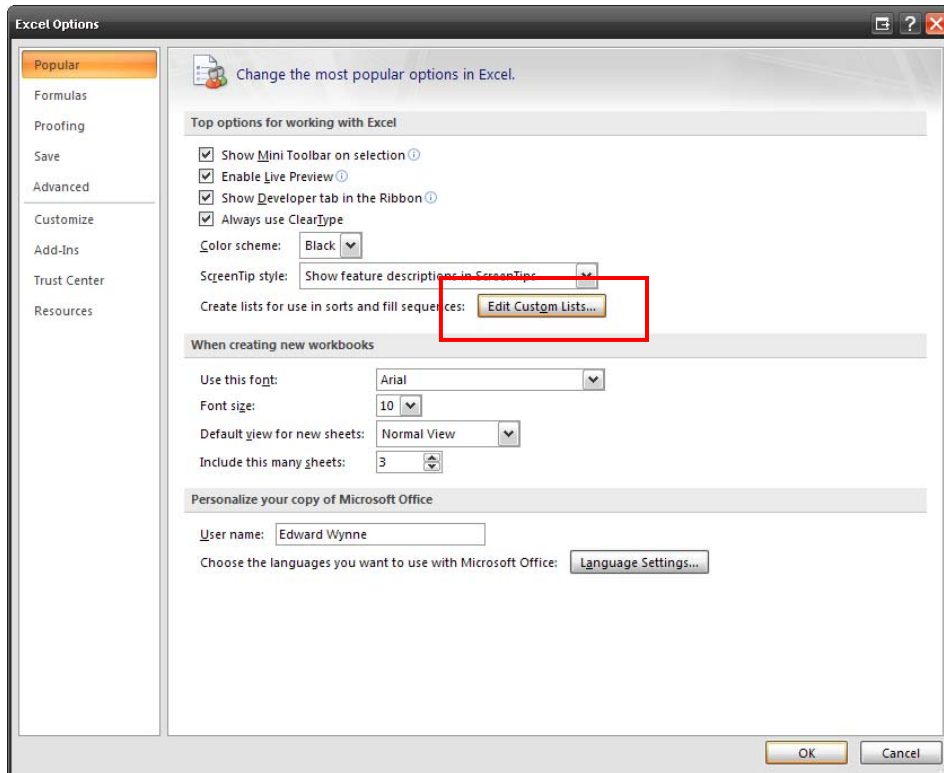
1. Click the Microsoft Office button - Excel Options.



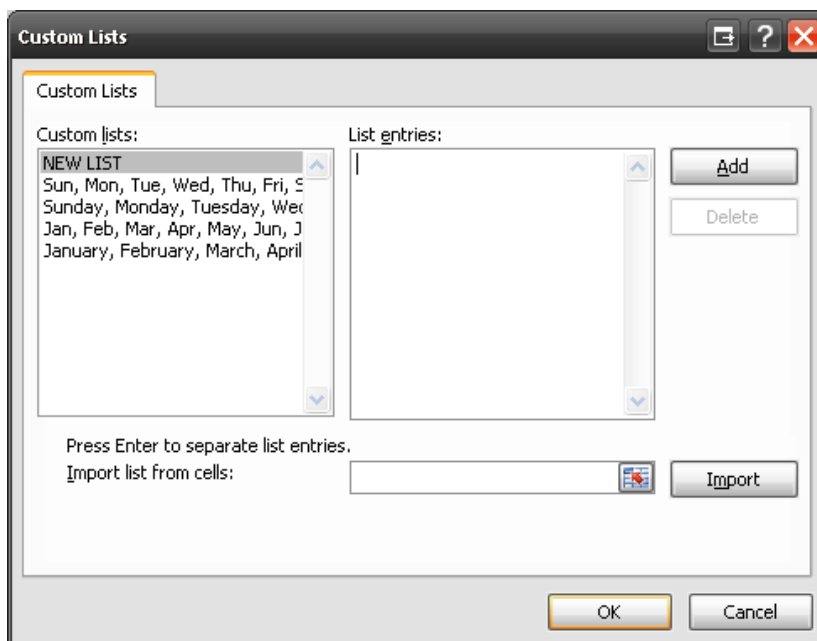
2. In the Excel Options dialog box select the *Popular* tab in the left hand pane.



3. Choose *Edit Custom List* in the pane to the right to open the *Custom List* dialog box.

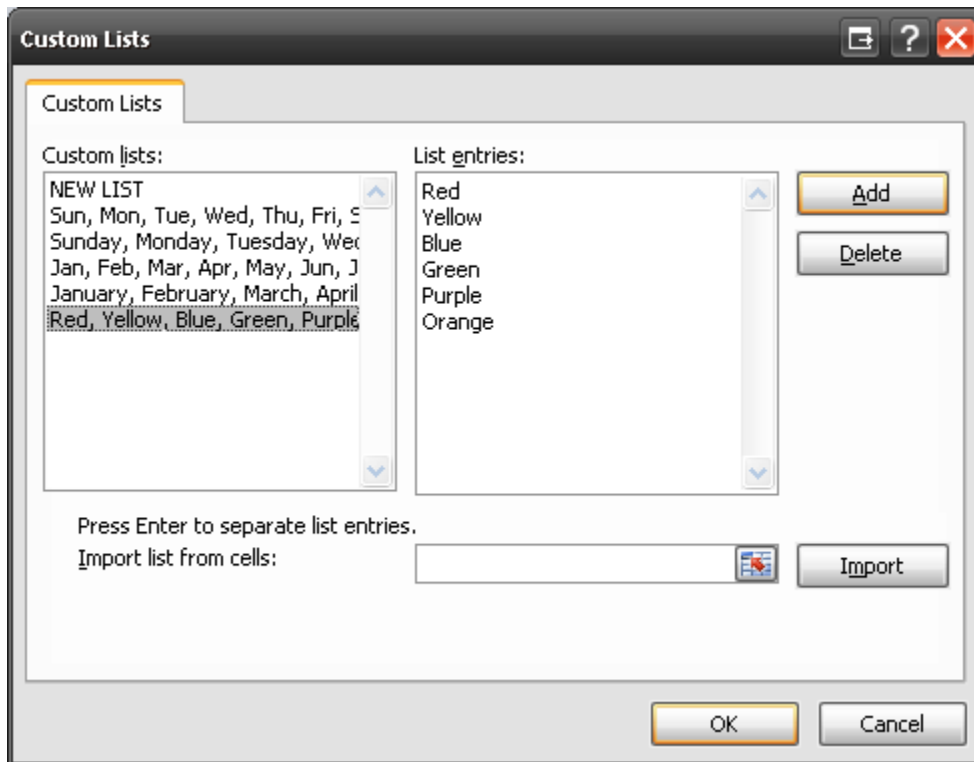


4. Type the new list in the *List entries* window.



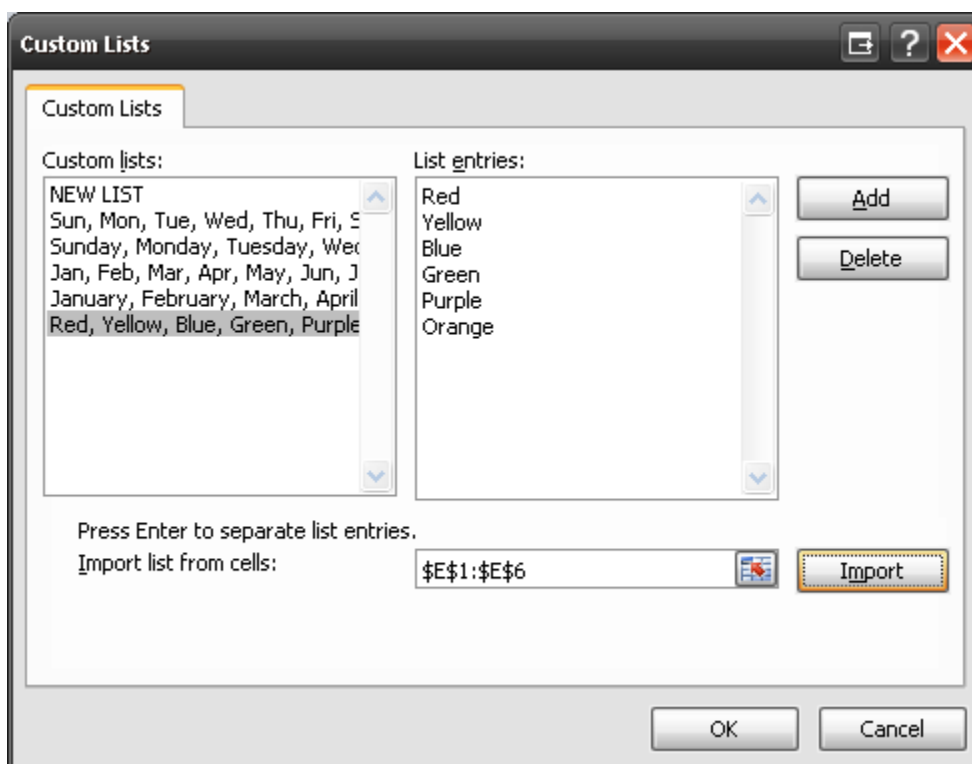
5. Click OK

6. The new Auto Fill list appears in the Custom Lists window.



To import a custom Auto Fill list from your spreadsheet

1. Highlight the range of cells you want to use to create the new list.
2. Click the Microsoft *Office button* - *Excel Options*.
3. In the Excel Options dialog box select the *Popular* tab in the left hand pane.
4. Choose *Edit Custom List* in the pane to the right to open the *Custom List* dialog box.
5. The range of cells you highlighted should be present in the *Import list from cells* box at the bottom of the dialog box.



6. Click the *Import* button.
7. The new Auto Fill list appears in the Custom Lists window.