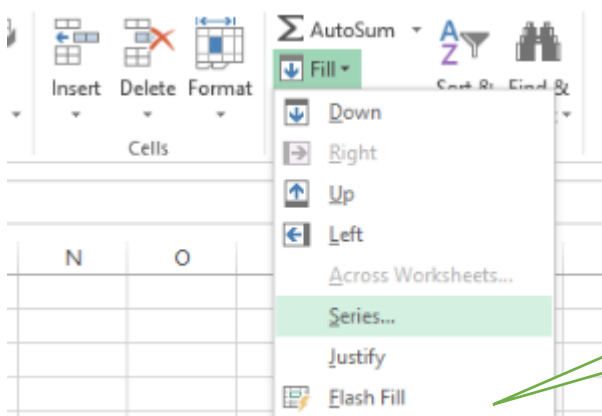


FILL DOWN DATES – SERIES

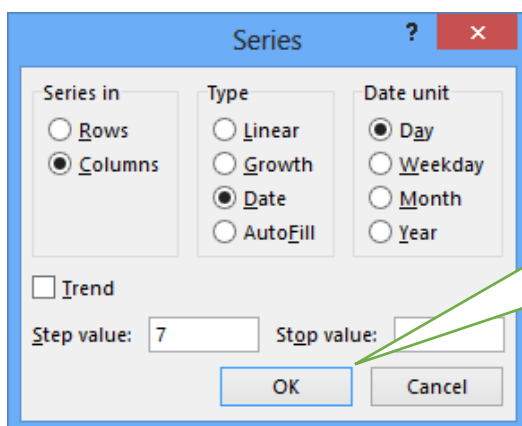
1. Open EXCEL
2. In cell A1 Add todays date



Highlight the cells A1 to A17



**HOME RIBBON > FILL
>SERIES**



**Step Value 7 (days) > Click
OK**

	A	B
1	13/09/2013	
2	20/09/2013	
3	27/09/2013	
4	04/10/2013	
5	11/10/2013	
6	18/10/2013	
7	25/10/2013	
8	01/11/2013	
9	08/11/2013	
10	15/11/2013	
11	22/11/2013	
12	29/11/2013	
13	06/12/2013	
14	13/12/2013	
15	20/12/2013	
16	27/12/2013	
17	03/01/2014	
18		

The dates should now fill in automatically in this case every 7 days

