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## Tip Category: Date & Time


**Question:** I need to fill a range with a series of dates that fall within a work week. How do I do this?

**Answer:** Use the Fill - Series option

### Excel 2003 Process:

1. Select cell A1, and enter the first date required
2. Select all cells in the required range including A1
3. From the Menu bar, select Edit, Fill
4. Select Series
5. In the Series dialog box, check the Date and Weekday option buttons
6. Select OK

### Excel 2007 Process:

1. Select cell A1, and enter the first date required
2. Select all cells in the required range including A1
3. From the Home tab, in the Editing group, select the Fill button  

4. Select Series
5. In the Series dialog box, check the Date and Weekday option buttons
6. Select OK

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