



Software • Training • Consulting



Tip Category: Formatting

Question: Is there a quick way to clear a range of selected cells?

Answer: Believe it or not, you can do it by dragging the fill handle backwards!

Microsoft Excel 2003/2007 process:

1. Select the **Fill Handle**

	A	B	C
1	Branch	Sales Person	Category Name
2	East Coast	Anderson. P	Confections
3	East Coast	Johnson. A	Grains/Cereals
4	East Coast	Peters. K	Grains/Cereals
5	East Coast	Bonders. P	Confections
6	East Coast	Newson. L	Grains/Cereals
7	East Coast	Lavin. T	Seafood
8	East Coast	Perks. M	Seafood
9	East Coast	Anderson. P	Beverages
10			
11			

Fill Handle

2. **Drag** it back over the **area** you would like to clear
3. If you also want to **clear** the **formats** in the cells, just hold down the **Ctrl** key as you drag the fill handle back over the selection

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