

Speed Up Your Google Sheets Skill with the FILL HANDLE

	A	B	C	D
1	T-Shirt Sales, by Your Name			
2				
3	T-Shirt Color	Sales	% of Total Sales Revenue	
4	Black	650	=B4/\$B\$23	
5	Blue	420	=B5/\$B\$23	
6	Brown	130	=B6/\$B\$23	
7	Cyan	25	=B7/\$B\$23	
8	Gold	410	=B8/\$B\$23	
9	Gray	20	=B9/\$B\$23	
10	Green	200	=B10/\$B\$23	
11	Lime	110	=B11/\$B\$23	
12	Magenta	310	=B12/\$B\$23	
13	Mauve	50	=B13/\$B\$23	
14	Navy	60	=B14/\$B\$23	
15	Orange	50	=B15/\$B\$23	
16	Pink	300	=B16/\$B\$23	
17	Purple	150	=B17/\$B\$23	
18	Red	800	=B18/\$B\$23	
19	Silver	340	=B19/\$B\$23	
20	White	1000	=B20/\$B\$23	
21	Yellow	275	=B21/\$B\$23	
22				
23	Total	=SUM(B4:B21)		
24				

Create the spreadsheet you see on the left in Google Sheets.

You do not have to enter each of the formulas from C4:C21!

Be sure to accurately enter the T-shirt colors from A:4 to A:21.

DO NOT forget to enter the headings in A3, B3, and C3. Apply BOLD to the three headings in row 3

Be sure to accurately enter row 23 with TOTAL and then the SUM formula. Apply BOLD to cells A23 and B23

Good News! If you carefully and accurately enter the formula =B4/\$B\$23, in cell C4, YOU WILL NOT NEED TO ENTER IT DOWN THE ENTIRE COLUMN.

With your TOUCHPAD, grab the BLUE BOX at lower right corner of C4. This is the FILL HANDLE.

Pull it down to cell C21 and the formula will FILL DOWN, adjusting for each row

NOTE: The \$B\$23 WILL NOT CHANGE. The \$ signs tells Sheets to ALWAYS look at that cell.

You got this! Just be sure to CAREFULLY use the same cells and correctly enter the formulas in cells B23 and C4. Then FILL DOWN C4 to C21!

