

Tips & Tricks



How to enter Chris in Excel if the column already contains Christine?

When you are entering rows of data in a workbook, Excel has a handy feature that saves you keystrokes. If you enter sufficient characters to uniquely match an existing entry in the column, Excel automatically enters the remaining characters for you. All you need to do is press Tab to move on to the next cell.

But what do you do if you don't want Excel to fill in the remaining characters. Let's say you are entering names in a column and you have already entered Christine. In a row below, you enter Chris. As soon as you do, Excel completes the entry as Christine.

So what do you do? I've seen people press Enter then go back and delete the unwanted characters. Quicker is to press Delete to remove the characters Excel entered then Tab to move on to the next cell.

Any questions, please let us know.

Please feel free to forward this tip onto your contacts/colleagues/friends.