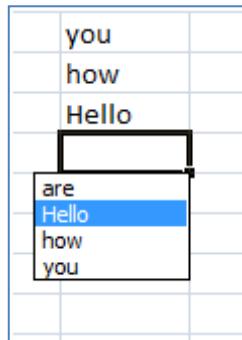


Taking Control of Repetitive Text in Excel

This would suit the situation where you find yourself keying in lots of data and then want to re-use text without retyping it.

These instructions assume you have a list of text above your insert point

1. Hold down the Alt key and then press the down cursor arrow.



2. You'll find that a drop down list of the text already entered into the column will appear.
3. Let go of the Alt key and using the cursor down arrow key to move through the list to stop on the one you want, or just mouse click on it.

Easy!