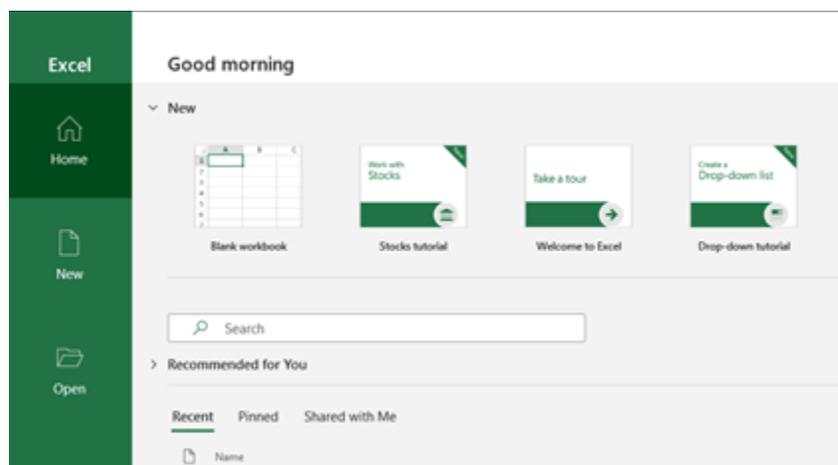**Create a workbook**

1. Open Excel.
2. Select **Blank workbook**.

Or press **Ctrl+N**.

Enter data

To manually enter data:

3. Select an empty cell, such as A1, and then type text or a number.
4. Press **Enter** or **Tab** to move to the next cell.

	A	B	C	D	E
1	Department	Q1	Q2 Tab		
2	Sales				
3	HR Enter				
4					
5					

To fill data in a series:

5. Enter the beginning of the series in two cells: such as Jan and Feb; or 2014 and 2015.
6. Select the two cells containing the series, and then drag the fill handle across or down the cells.

	Jan	Feb	Mar	Apr	May	Jun	
2014							
2015							
2016							
2017							
2018							