

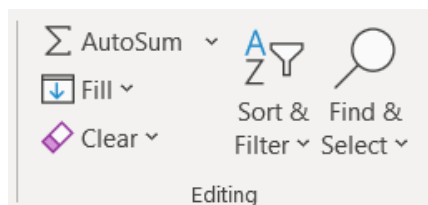
Fill Blank Cells

Sometimes we are not in control of the data that is provided to us or the format we are able to export in and we end up with an Excel sheet that shows data lines in more of an outline format. This will look like an outline that flows in a hierarchy where the first column has the header that the next column rolls up to and then the next column shows the parts of the second column labels. You may need to fill in your blank cells so each row has complete data and you can sort, filter, apply IF formulas, and create PivotTables.

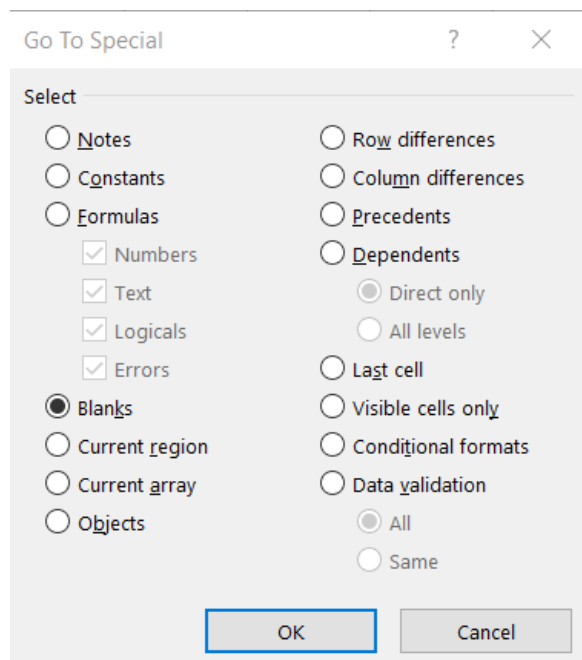
There is a pretty simple fix for this that you can do in under 30 seconds, you just have to know how!

Area	Animal	Name
Front	Cow	Betsie
		Spots
	Horse	Spirit
		Black Beauty
		Moose
Side	Chicken	Red
		Cluck
		Feathers
		Jan
	Duck	Bill
		Bob
Back	Goat	Sally
		Susan
	Sheep	Fuzzy
		Fluffy
		Wooly

Start by highlighting your dataset. Next, go to Find & Select in the Editing section of your Home ribbon. You can also use the shortcut CTRL + G.



Select Go To Special or use the shortcut ALT + S to open the Go To Special popup.



Then select Blanks or use the shortcut ALT + K.
Hit OK or ENTER.

This will get you to only have the blank cells selected.

Next, you need to enter a formula to tell Excel what to do to those blank cells.

Type "=", then hit the up arrow, then type CONTROL + ENTER at the same time.

This is starting a formula by typing = then it's selecting the cell above what you have selected. This defaults to your first blank cell so it will select B2 if your first blank is in B3. This is writing the formula =B2 meaning that the cell you're in will now display the same text as the cell above it.

By clicking CTRL + ENTER it applies that formula to everything that is selected so each blank cell now displays the text of the cell above it.

You can do the same action if you need it to match the cell to the left or right instead by just selecting a different arrow key.

Area	Animal	Name
Front	Cow	Betsie
Front	Cow	Spots
Front	Horse	Spirit
Front	Horse	Black Beauty
Front	Horse	Moose
Side	Chicken	Red
Side	Chicken	Cluck
Side	Chicken	Feathers
Side	Chicken	Jan
Side	Duck	Bill
Side	Duck	Bob
Back	Goat	Sally
Back	Goat	Susan
Back	Sheep	Fuzzy
Back	Sheep	Fluffy
Back	Sheep	Wooly

You can see we have filled in all of our blanks to now match the cell above them. You will need to then copy your cells and paste as values to remove the live formulas if you wish to sort these.