Using Relative Cell Referencing

This guide will show how to use relative cell referencing in Microsoft Excel, which will allow copying of formulas between cells using the fill handle.

**Step 1**
To copy a formula from one cell to another, use the fill handle at the bottom right corner of the cell and drag it to the new cell.

**Step 2**
Auto fill in Excel is relative so new reference cells will be used. For example, copying the SUM function to the next cell in the image below will yield “=SUM(B4:E4),” so the next row of numbers will be added.

![Image of Excel spreadsheet showing relative cell referencing]

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat), contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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