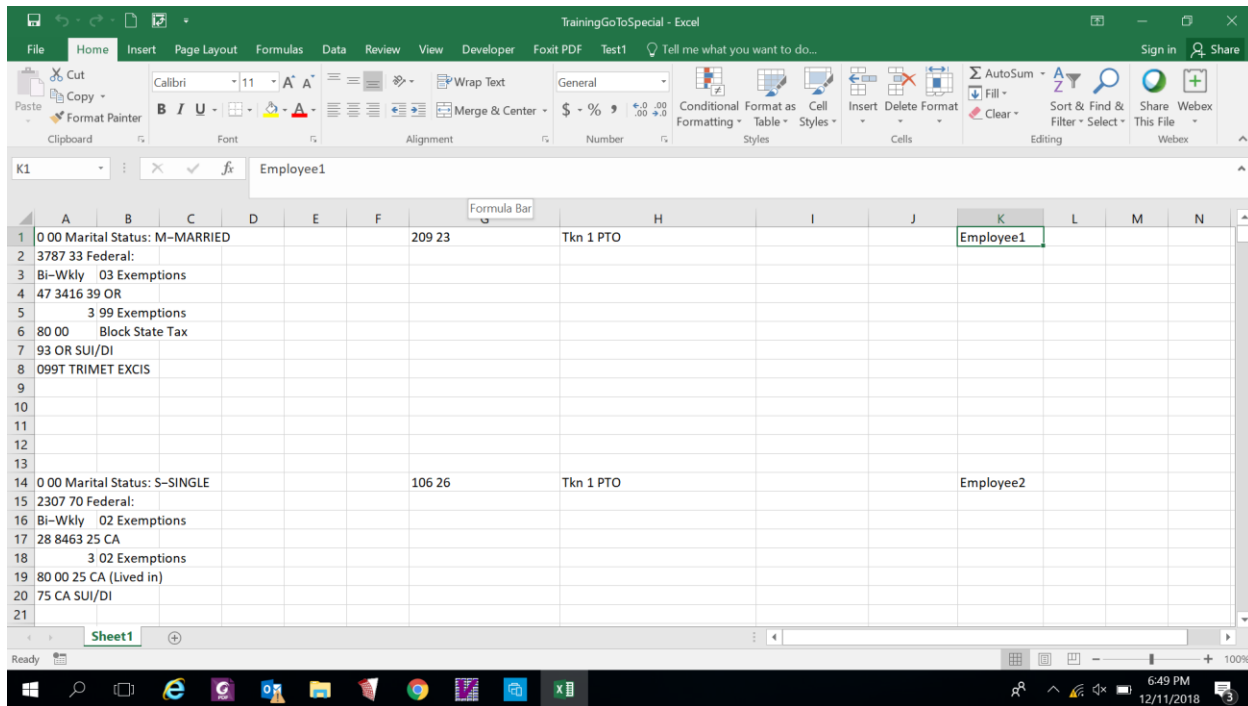


Presented by Phil Gorrill, Midwest Insurance Auditor's Association 12/10/18

The figure below what the original information looks like after identifying each employee with the beginning of the rows of data. In the example below, we want to carry the employee name in the blank rows and when the name changes, fill the subsequent rows with the changed name.



Step 1: Highlight the range where you want this action to be performed. In this example, employee names are in Column K and we do not want to associate an employee name with the totals from the master control report. The user here clicked on cell K1 and holding the shift key, hit the page down button until getting to the end of the desired range where this action is to be performed.

TrainingGoToSpecial - Excel

File Home Insert Page Layout Formulas Data Review View Developer Foxit PDF Test1 Tell me what you want to do... Sign in Share

Clipboard: Cut, Copy, Paste, Format Painter  
Font: Calibri, 11, A, A+, Bold, Italic, Underline, Text Color, Background Color, Wrap Text  
Alignment: General, Left, Center, Right, Justify, Merge & Center  
Number: \$, %, .00, .0000  
Conditional Formatting, Format as Table, Cell Styles  
Insert, Delete, Format, Cells  
AutoSum, Fill, Clear, Sort & Find & Filter, Select, Share This File, Webex

K1: Employee1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
6322	20 9000 Federal:	75 00 STI	STIPND	10 02	VIS VISION									
6323	Bi-Wkly	03 Exempt	30 69 VTL	VOLIFE										
6324	3 25 CA			Direct Deposits										
6325		03 Exempt	Acct	#: XXXXXXXX1660	CorCK2									
6326	75 CA SUI/DI		Tran/ABA: XXXXXXXX	Full Deposit										
6327														
6328														
6329														
6330														
6331														
6332														
6333														
6334														
6335														
6336														
6337			625 44 R		435 00 28	7 696 312 56 Y	Gross		1 904 897 73	Q Gross				
6338	9 433		19 330 00 30		110 00 72	759 869 80 Y	FIT		195 132 44	Q FIT				
6339		727	89 137 50 74		6 784 22 75	452 290 56 Y	SS		111 803 23	Q SS				
6340		673	99 1 259 33 76		535 00 ADV	105 986 26 Y	MED		26 356 12	Q MED				
6341		99	27 519 22 AFL		298 36 AFP	236 244 90 Y	State 1		63 017 47	Q State 1				
6342	245 152		49 1 374 00 CK1		300 00 CK2	32 463 24 Y	SUI/DI		7 990 26	Q SUI/DI				

Sheet1

Ready Count: 233 100%

6:50 PM 12/11/2018

## Step 2: Click on the “Find and Replace” Icon and Select “Go To Special”

The screenshot shows the Microsoft Excel interface with the 'Find & Select' menu open. The 'Go To Special...' option is highlighted. The spreadsheet contains data for 'Employee1' with columns A through K. The data includes various codes and descriptions, such as '20 9000 Federal: 75 00 STI STIPND 10 02 VIS VISION' and '32 463 24 Y SUI/DI'.

**Find & Select**  
Click to see options for finding text in your document.

You can use advanced search options to replace text, jump right to a specific spot, or pick other ways to narrow your search.

**Find & Select**  
Find...  
Replace...  
Go To...  
**Go To Special...**  
Formulas  
Comments  
Conditional Formatting  
Constants  
Data Validation  
Select Objects  
Selection Pane...

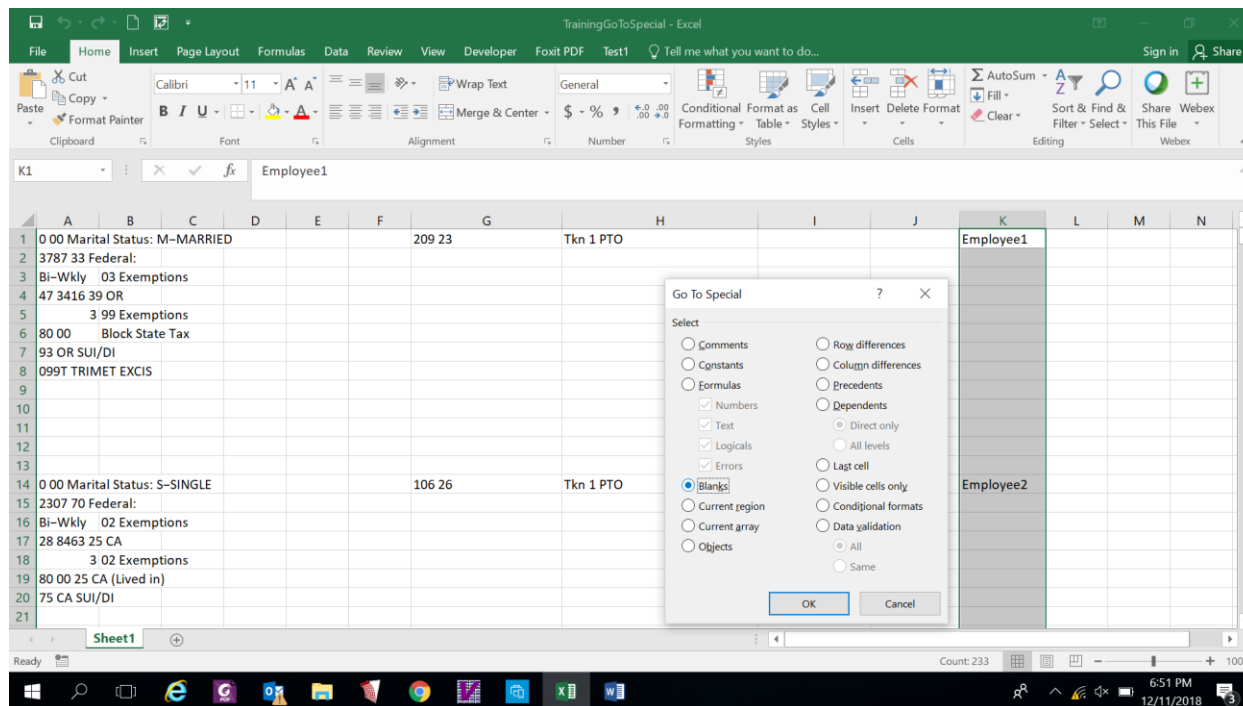
	A	B	C	D	E	F	G	H	I	J	K
6322	20 9000 Federal:	75 00 STI STIPND	10 02	VIS VISION							
6323	Bi-Wkly	03 Exempt	30 69 VTL VOLIFE								
6324	3 25 CA		Direct Deposits								
6325		03 Exempt/Acct	#: XXXXXXXX1660 CoCCK2								
6326	75 CA SUI/DI		Tran/ABA: XXXXXXXX Full Deposit								
6327											
6328											
6329											
6330											
6331											
6332											
6333											
6334											
6335											
6336											
6337			625 44 R	435 00 28	7 696 312 56 Y Gross			1 904 897 73	Q Gross		
6338	9 433	19 330 00 30		110 00 72	759 869 80 Y FIT			195 132 44	Q FIT		
6339	727	89 137 50 74		6 784 22 75	452 290 56 Y SS			111 803 23	Q SS		
6340	673	99 1 259 33 76		535 00 ADV	105 986 26 Y MED			26 356 12	Q MED		
6341	99	27 519 22 AFL		298 36 AFP	236 244 90 Y State 1			63 017 47	Q State 1		
6342	245 152	49 1 374 00 CK1		300 00 CK2	32 463 24 Y SUI/DI			7 990 26	Q SUI/DI		

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**Find & Select**  
Find...  
Replace...  
Go To...  
**Go To Special...**  
Formulas  
Comments  
Conditional Formatting  
Constants  
Data Validation  
Select Objects  
Selection Pane...

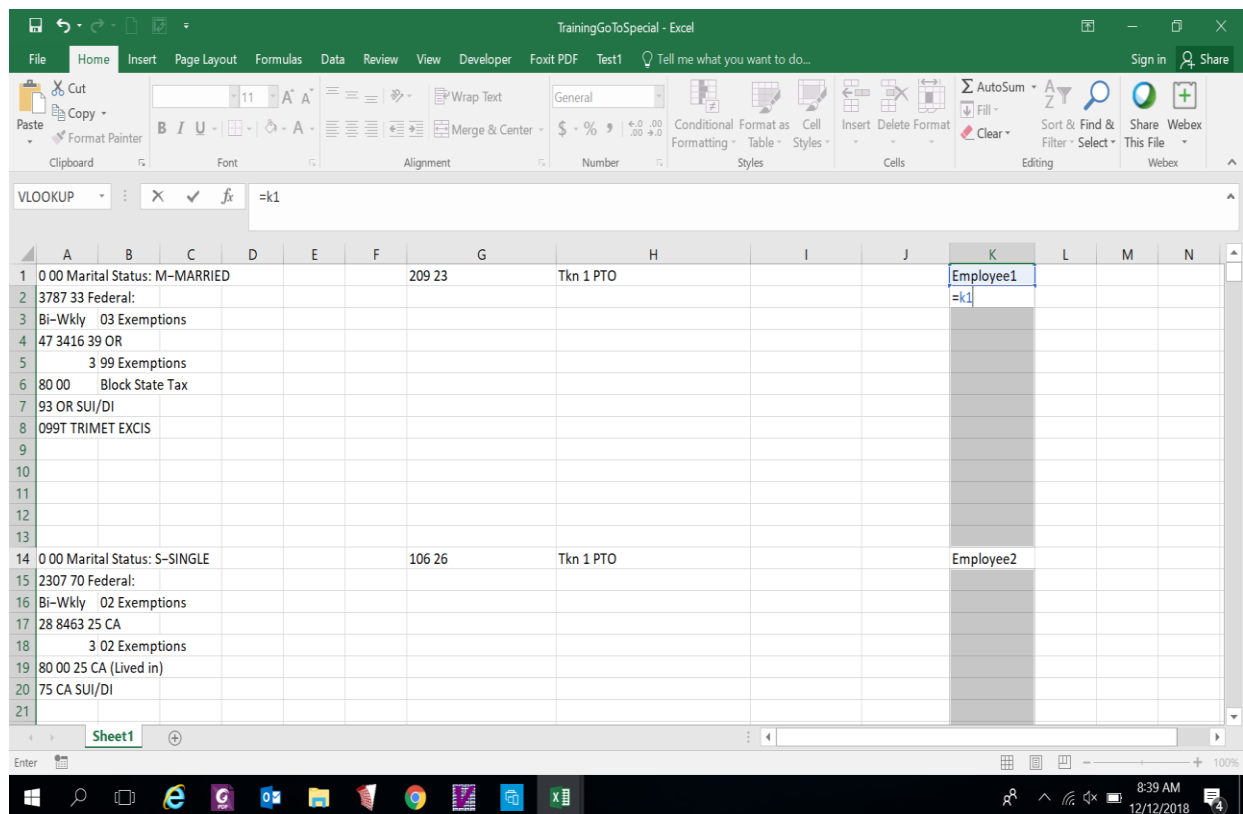
	A	B	C	D	E	F	G	H	I	J	K
6322	20 9000 Federal:	75 00 STI STIPND	10 02	VIS VISION							
6323	Bi-Wkly	03 Exempt	30 69 VTL VOLIFE								
6324	3 25 CA		Direct Deposits								
6325		03 Exempt/Acct	#: XXXXXXXX1660 CoCCK2								
6326	75 CA SUI/DI		Tran/ABA: XXXXXXXX Full Deposit								
6327											
6328											
6329											
6330											
6331											
6332											
6333											
6334											
6335											
6336											
6337			625 44 R	435 00 28	7 696 312 56 Y Gross			1 904 897 73	Q Gross		
6338	9 433	19 330 00 30		110 00 72	759 869 80 Y FIT			195 132 44	Q FIT		
6339	727	89 137 50 74		6 784 22 75	452 290 56 Y SS			111 803 23	Q SS		
6340	673	99 1 259 33 76		535 00 ADV	105 986 26 Y MED			26 356 12	Q MED		
6341	99	27 519 22 AFL		298 36 AFP	236 244 90 Y State 1			63 017 47	Q State 1		
6342	245 152	49 1 374 00 CK1		300 00 CK2	32 463 24 Y SUI/DI			7 990 26	Q SUI/DI		

Step 3: From the pop up menu, select “blanks” and click OK

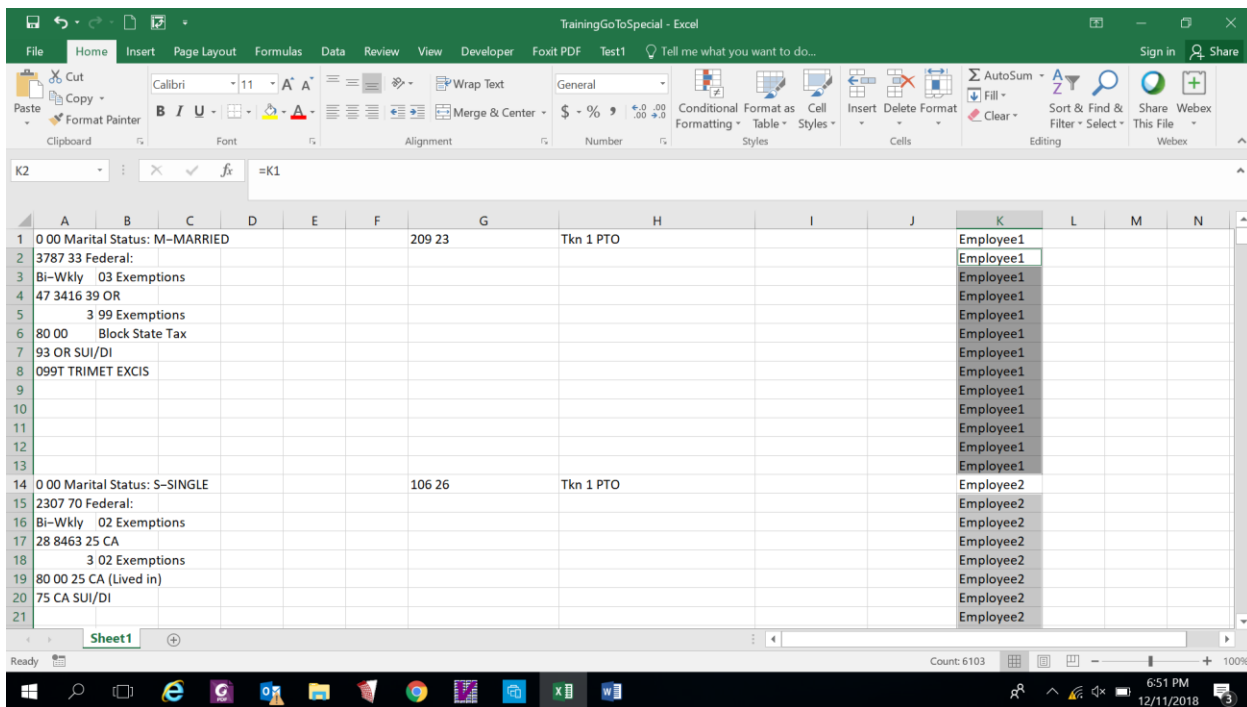


Step 4: When the action in Step 3 is completed, the second cell (in this example K2) will be not be highlighted and the user can enter data in that cell. Without touching any other keys or the mouse, enter the reference cell from the first row of data (in this example K1) in this format

=K1



Step 5: Hit the Control Key and the Enter Key simultaneously and the data will automatically copy within your selected range



Step 6: The action in Step 5 creates formulas. To make these usable, highlight the row, hit Control-C, right click and select the “paste as values” option

