

How to automatically number columns in Excel quickly and simply

Numbering columns in Excel makes it easier to manage data, especially for tables with hundreds of rows. There are many ways to automatically number columns, from dragging with the mouse to using Excel formulas and functions. In this article, we will learn the most optimal methods.

You can quickly number columns in Excel by dragging the mouse, using formulas or functions such as SEQUENCE, ROW. These methods help save time and limit errors when working with large data.

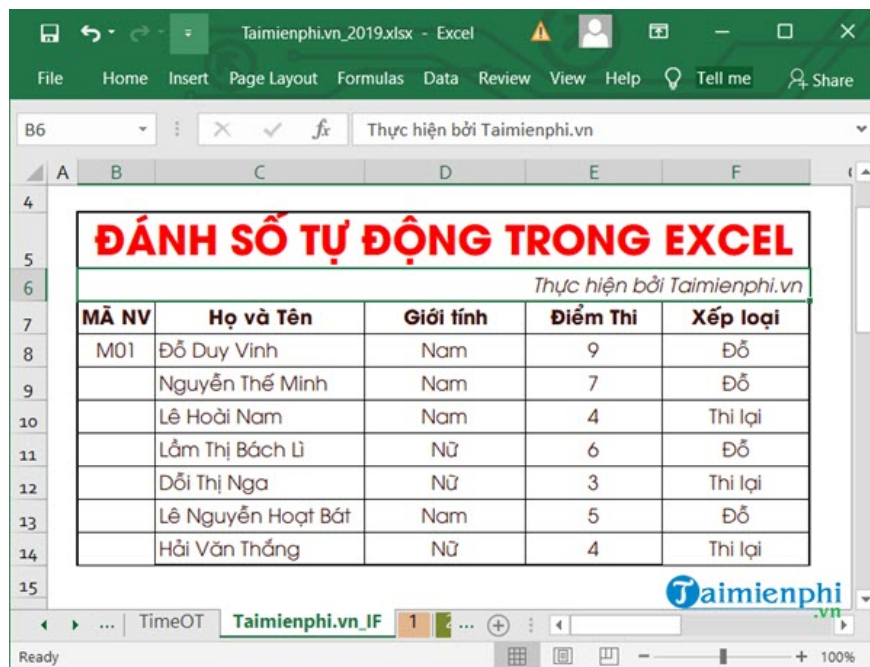
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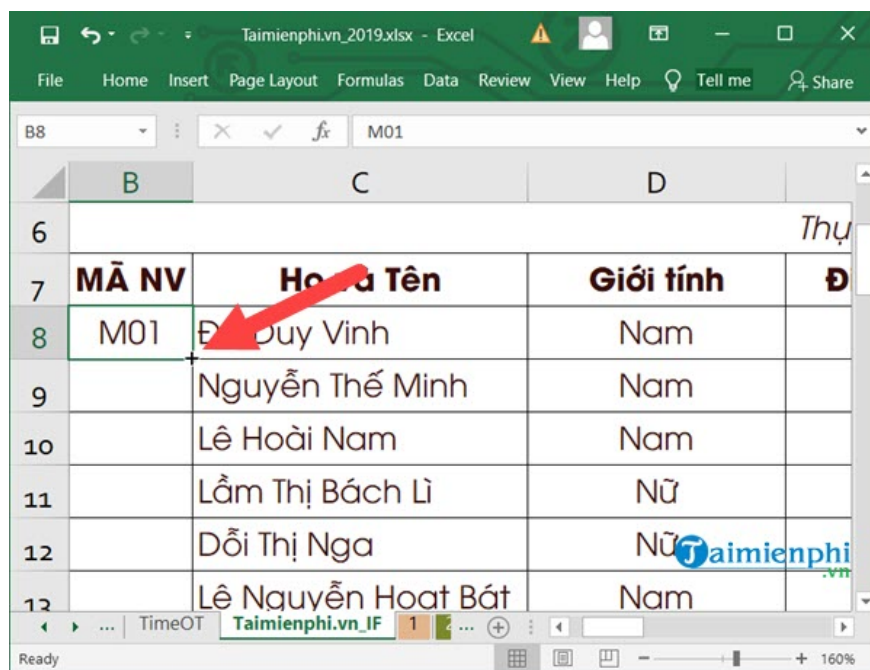
How to automatically number columns in Excel

1. Drag the mouse to number in Excel

Suppose we have a list of 7 people as below with employee codes from M01 to M07, so how to quickly type M01 to M07 without having to fill in each line. Because in reality, if there are only 7 people, filling in each line is simple, but with a list of up to hundreds of people, it is a different story. Let's solve the above problem with this example with TipsMake.



Step 1: Here you see the plus arrow when you point to the corner of a cell, click on it and drag down to where the code M07 is.



Step 2: And when you release it, Excel will automatically number the columns in order, jumping by 1 number.

ĐÁNH SỐ TỰ ĐỘNG TRONG EXCEL				
Thực hiện bởi Taimienphi.vn				
MÃ NV	Họ và Tên	Giới tính	Điểm Thi	Xếp loại
M01	Đỗ Duy Vinh	Nam	9	Đỗ
M02	Nguyễn Thế Minh	Nam	7	Đỗ
M03	Lê Hoài Nam	Nam	4	Thì lại
M04	Lâm Thị Bách Lì	Nữ	6	Đỗ
M05	Dỗì Thị Nga	Nữ	3	Thì lại
M06	Lê Nguyễn Hoạt Bát	Nam	5	Đỗ
M07	Hải Văn Thắng	Nữ	4	Thì lại

Step 3: However, sometimes you follow the instructions but get a series of similar numbers out of order, that's because when dragging the mouse in step 1 you accidentally **held or pressed Ctrl** at that time.

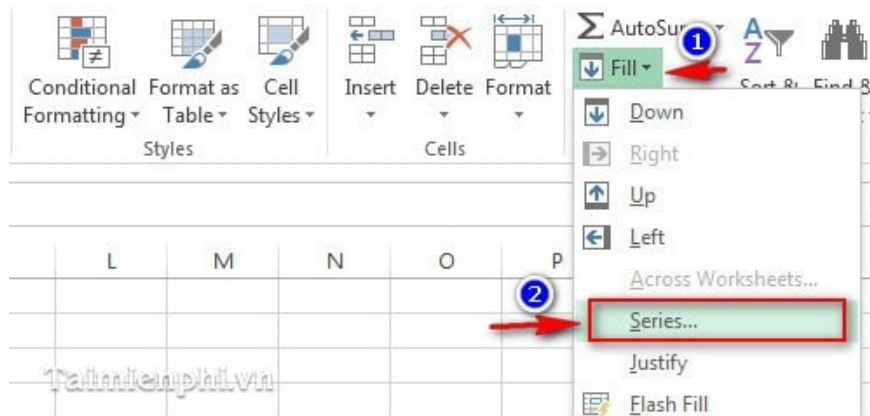
MÃ NV	Họ và Tên	Giới tính	Đ
M01	Đỗ Duy Vinh	Nam	
M01	Nguyễn Thế Minh	Nam	
M01	Lê Hoài Nam	Nam	
M01	Lâm Thị Bách Lì	Nữ	
M01	Dỗì Thị Nga	Nữ	
M01	Lê Nguyễn Hoạt Bát	Nam	
M01	Hải Văn Thắng	Nữ	

2. Use Fill/Series to number in Excel

Step 1 : Enter the first order number: 1

	A	B	C	D	E
1					
2	TỰ ĐỘNG ĐÁNH SỐ TRONG EXCEL				
3	Demo by: Taimienphi.vn - Betdownload.com				
4					
5	STT	Họ và Tên	Giới tính	Toán	Văn
6	1	Hoàng Trung Kiên	Nam	8	7
7		Lê Văn Nam	Nam	9	8
8		Nguyễn Thu Hương	Nữ	8	6
9		Lê Kiều Linh	Nữ	9	8
10		Nguyễn Thị Thùy	Nữ	7	7
11		Nguyễn Minh Trang	Nữ	6	9
12		Đoàn Thị Hồng	Nữ	8	7
13		Ngô Quang Vinh	Nam	9	8
14		Nguyễn Trà My	Nữ	8	8

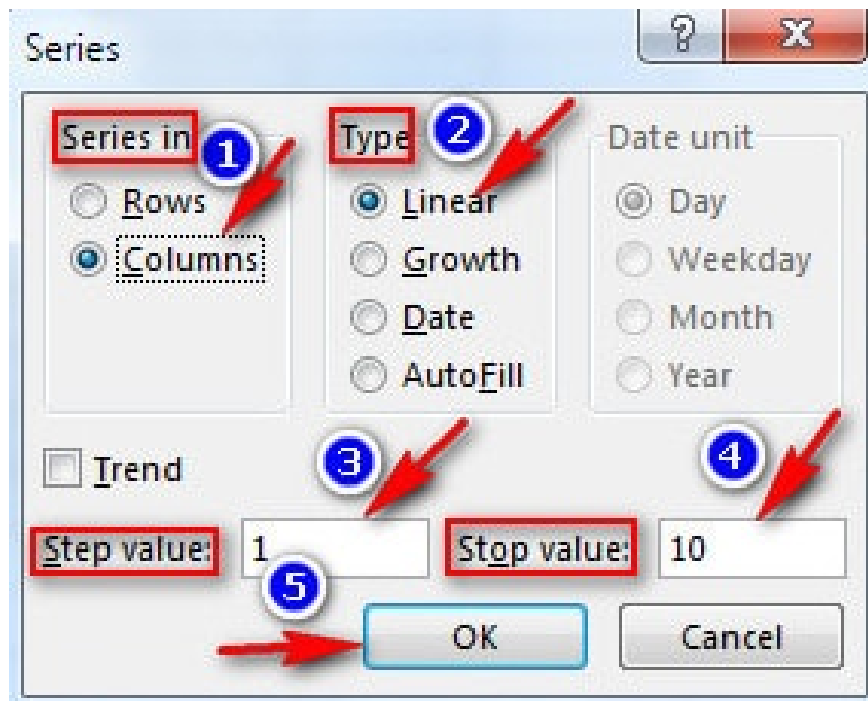
Step 2 : In the **Editing** section, select **Fill / Series**.



Step 3 : The **Series** dialog box appears. You perform the following steps in turn:

- **Series in** : Select **Rows** if numbering by row, **Columns** if numbering by column.
- **Type** : Select + **Linear** : Numbering in ascending order
 - + **Growth**: Progressive type
 - + **Date** : Date type
 - + **Auto Fill**: Auto fill type
- **Step value** : Distance between two serial numbers.
- **Stop value** : Only enter status up to this column position.

Click **OK**.



We have the result: Display automatic column numbering in Excel.

	A	B	C	D	E
1					
2	TỰ ĐỘNG ĐÁNH SỐ TRONG EXCEL				
3	Demo by: Taimienphi.vn - Betdownload.com				
4					
5	STT	Họ và Tên	Giới tính	Toán	Văn
6	1	Hoàng Trung Kiên	Nam	8	7
7	2	Lê Văn Nam	Nam	9	8
8	3	Nguyễn Thu Hương	Nữ	8	6
9	4	Lê Kiều Linh	Nữ	9	8
10	5	Nguyễn Thị Thùy	Nữ	7	7
11	6	Nguyễn Minh Trang	Nữ	6	9
12	7	Đoàn Thị Hồng	Nữ	8	7
13	8	Ngô Quang Vinh	Nam	9	8
14	9	Nguyễn Trà My	Nữ	8	8
15	10	Nguyễn Huyền My	Nữ	8	8

3. Use formula to number in Excel

Step 1: Open the Excel file you want to fill in the order. Enter the order for the first cell => Enter the formula for the second cell with the formula = **Position of the cell just filled in + 1** .

For example, the third row in the table below would be entered as =**A2 + 1** .

	A	B	C	D	E	F	G
	Stt	Mã SP	Loại quả	Ngày nhập	Số lượng nhập (kg)	Đã bán	
1	1	A01	Cam	8/2/2022	28	28	
2	=A2+1	A02	Quýt (Taimienphi.vn)	15/2/2022	30	30	
3		A03	Xoài	21/2/2022	45	45	
4		A04	Thơm (Taimienphi.vn)	24/2/2022	15	15	
5		A05	Bưởi	26/2/2022	19	19	
6		A06	Mít (Taimienphi.vn)	27/2/2022	21	21	
7		A07	Dưa hấu	30/2/2022	30	30	
8		B01	Mãng cụt (Taimienphi.vn)	5/3/2022	40	40	
9		B02	Táo	14/3/2022	41	41	
10		B03	Chuối (Taimienphi.vn)	17/3/2022	37	37	
11		B04	Nho	24/3/2022	49	49	
12		B05	Mận	27/3/2022	56	56	
13		B06	Hồng	30/3/2022	34	34	
14		Bo7	Vú sữa	2/4/2022	21	21	

Step 2: Use the mouse to place **the small square in the corner of** that cell and drag it down to the position you want.

	A	B	C	D	E	F	G
	Stt	Mã SP	Loại quả	Ngày nhập	Số lượng nhập (kg)	Đã bán	
1	1	A01	Cam	8/2/2022	28	28	
2	2	A02	Quýt (Taimienphi.vn)	15/2/2022	30	30	
3		A03	Xoài	21/2/2022	45	45	
4		A04	Thơm (Taimienphi.vn)	24/2/2022	15	15	
5		A05	Bưởi	26/2/2022	19	19	
6		A06	Mít (Taimienphi.vn)	27/2/2022	21	21	
7		A07	Dưa hấu	30/2/2022	30	30	
8		B01	Mãng cụt (Taimienphi.vn)	5/3/2022	40	40	
9		B02	Táo	14/3/2022	41	41	
10		B03	Chuối (Taimienphi.vn)	17/3/2022	37	37	
11		B04	Nho	24/3/2022	49	49	
12		B05	Mận	27/3/2022	56	56	
13		B06	Hồng	30/3/2022	34	34	
14		Bo7	Vú sữa	2/4/2022	21	21	

- Result:

	A	B	C	D	E	F	G
1	Stt	Mã SP	Loại quả	Ngày nhập	Số lượng nhập (kg)	Đã bán	
2	1	A01	Cam	8/2/2022	28	28	
3	2	A02	Quýt (Taimienphi.vn)	15/2/2022	30	30	
4	3	A03	Xoài	21/2/2022	45	45	
5	4	A04	Thơm (Taimienphi.vn)	24/2/2022	15	15	
6	5	A05	Bưởi	26/2/2022	19	19	
7	6	A06	Mít (Taimienphi.vn)	27/2/2022	21	21	
8	7	A07	Dứa hấu	30/2/2022	30	30	
9	8	B01	Mãng cụt (Taimienphi.vn)	5/3/2022	40	40	
10	9	B02	Táo	14/3/2022	41	41	
11	10	B03	Chuối (Taimienphi.vn)	17/3/2022	37	37	
12	11	B04	Nho	24/3/2022	49	49	
13	12	B05	Mận	27/3/2022	56	56	
14	13	B06	Hồng	30/3/2022	34	34	
15	14	Bo7	Vú sữa	2/4/2022	21	21	

4. Use the SEQUENCE function to number in order in Excel

Select the starting cell of the sequence => Enter the formula " =SEQUENCE(Number of rows to number) " => Press **Enter** .

For example: To number 7 rows, use the following formula: =SEQUENCE(7) .

	A	B	C	D	E	F	G
1	STT	Mã SP	Loại quả	Ngày nhập hàng	Nhập hàng (kg)	Đã bán (kg)	Còn lại
2	1	FCA01	Cam	27/10/2021	14	14	
3	2	TXO01	Xoài	27/10/2021	20	20	
4	3	STH02	Thơm	28/10/2021	50	32	
5	4	SMI01	Mít	28/10/2021	70	40	
6	5	TBU01	Bưởi	28/10/2021	30	11	
7	6	EDU01	Dứa hấu	27/10/2021	30	30	
8	7	SMA02	Mãng cụt	27/10/2021	32	11	
9							

5. Use Auto fill

To use the Auto Fill feature, follow these steps:

Step 1: Open an Excel file that you want to create a serial number for, then select **File** .

1	A	B	C	D	E	F	G
	Stt	Mã SP	Loại quả	Ngày nhập	Số lượng nhập (kg)	Đã bán	
2	A01	Cam		8/2/2022	28	28	
3	A02	Quýt (Taimienphi.vn)		15/2/2022	30	30	
4	A03	Xoài		21/2/2022	45	45	
5	A04	Thơm (Taimienphi.vn)		24/2/2022	15	15	
6	A05	Bưởi		26/2/2022	19	19	
7	A06	Mít (Taimienphi.vn)		27/2/2022	21	21	
8	A07	Dưa hấu		30/2/2022	30	30	
9	B01	Mãng cầu (Taimienphi.vn)		5/3/2022	40	40	
10	B02	Táo		14/3/2022	41	41	
11	B03	Chuối (Taimienphi.vn)		17/3/2022	37	37	
12	B04	Nho		24/3/2022	49	49	
13	B05	Mận		27/3/2022	56	56	
14	B06	Hồng		30/3/2022	34	34	
15	B07	Vú sữa		2/4/2022	21	21	

Step 2: Next select Options

Info

Protect Workbook
Control what types of changes people can make to this workbook.

Inspect Workbook
Before publishing this file, be aware that it contains:
 Document properties, printer path, author's name and absolute path
 Content that people with disabilities find difficult to read

Manage Workbook
Check in, check out, and recover unsaved changes.
 There are no unsaved changes.

Browser View Options
Pick what users can see when this workbook is viewed on the Web.

Properties

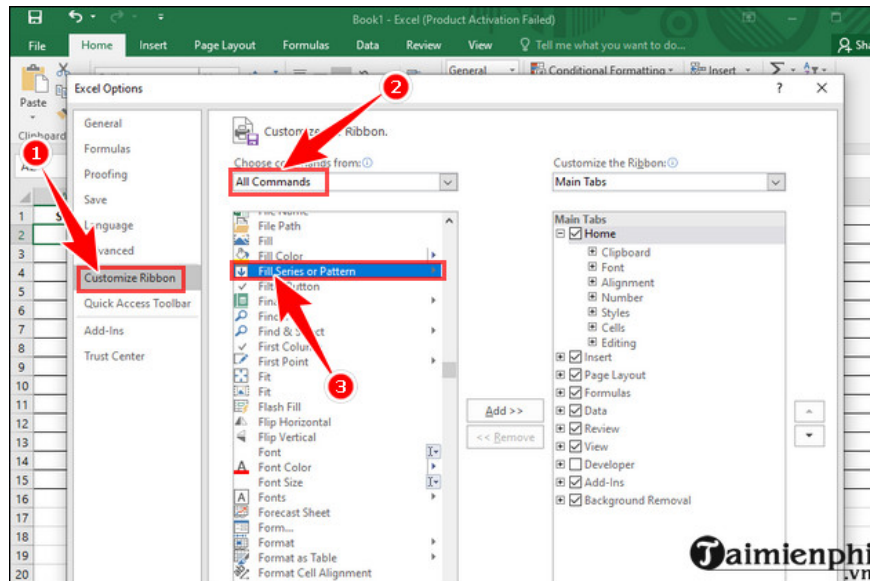
Size Not saved yet
 Title Add a title
 Tags Add a tag
 Categories Add a category

Related Dates
 Last Modified Today, 9:17 AM
 Created Today, 9:04 AM
 Last Printed

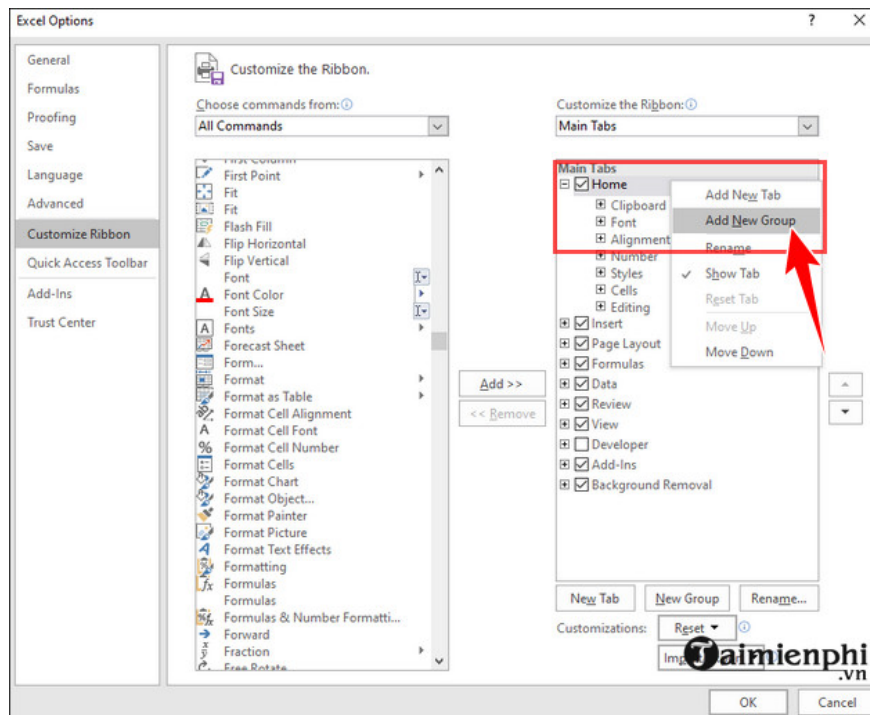
Related People
 Author admin
 Add an author
 Last Modified By admin
 Show All Properties

Taimienphi.vn

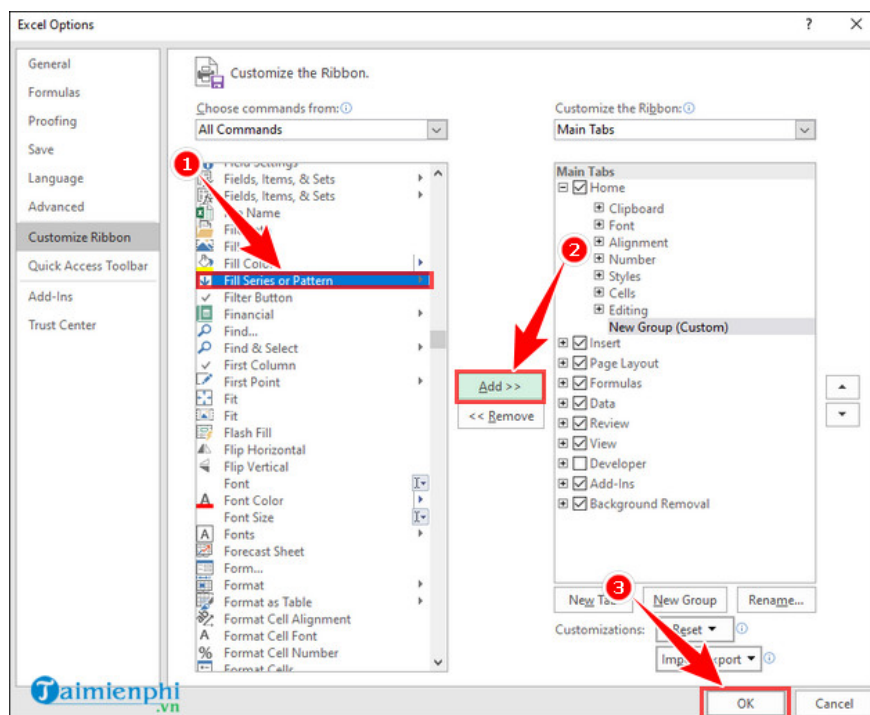
Step 3: In Excel Options in the Customize section => Select filter All commands => Find Filter series or Pattern .



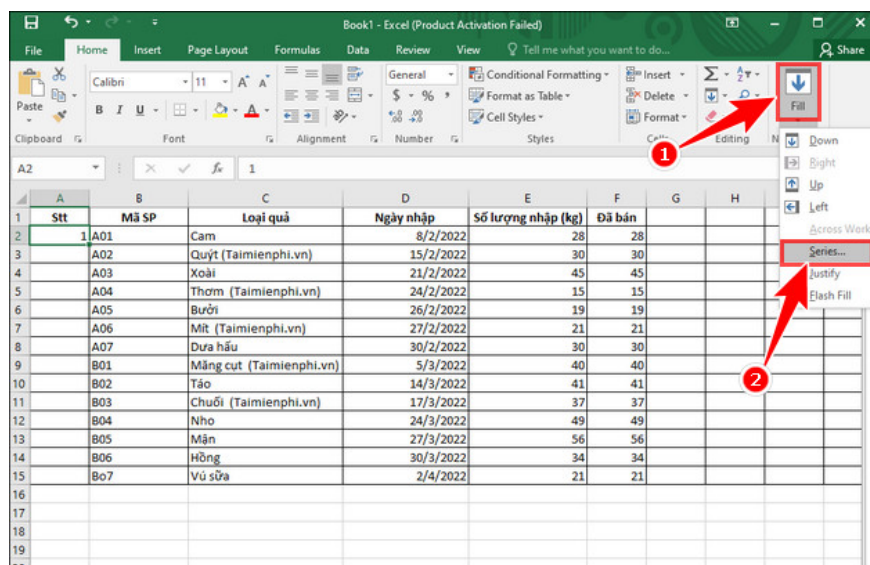
Step 4: In the **Main Tabs** section in the **Home** section , right-click and select **Add New Group** .



Step 5: Continue to select **Filter Series or Pattern** => Click **Add** => Click **OK** .



Step 6: Go back to the table where you want to enter the serial number, enter the serial number for the first cell => Select **Fill** => Select **Series** .

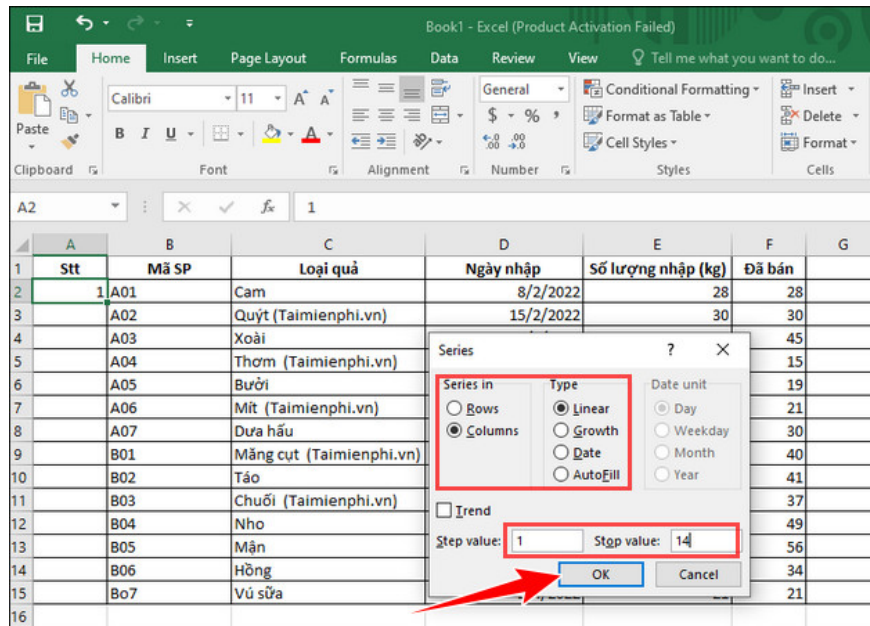


Step 7: The Series table appears and you have options such as:

- + **Linear:** Numbering in ascending order.
- + **Growth:** Progressive order.
- + **Date:** Date order.
- + **Auto Fill:** Auto fill order.

In the Step value section you can enter the starting number and **the Stop value** is the ending number.

Then press **Ok** to execute.



- Result:

Stt	Mã SP	Loại quả	Ngày nhập	Số lượng nhập (kg)	Đã bán
1	A01	Cam	8/2/2022	28	28
2	A02	Quýt (Taimienphi.vn)	15/2/2022	30	30
3	A03	Xoài	21/2/2022	45	45
4	A04	Thơm (Taimienphi.vn)	24/2/2022	15	15
5	A05	Bưởi	26/2/2022	19	19
6	A06	Mít (Taimienphi.vn)	27/2/2022	21	21
7	A07	Dưa hấu	30/2/2022	30	30
8	B01	Mãng cụt (Taimienphi.vn)	5/3/2022	40	40
9	B02	Táo	14/3/2022	41	41
10	B03	Chuối (Taimienphi.vn)	17/3/2022	37	37
11	B04	Nho	24/3/2022	49	49
12	B05	Mận	27/3/2022	56	56
13	B06	Hồng	30/3/2022	34	34
14	B07	Vú sữa	2/4/2022	21	21

6. Using the nested SUBTOTAL function with IF

In this way, I will nest 2 functions together, which are the IF function and the SUBTOTAL function with the following syntax:

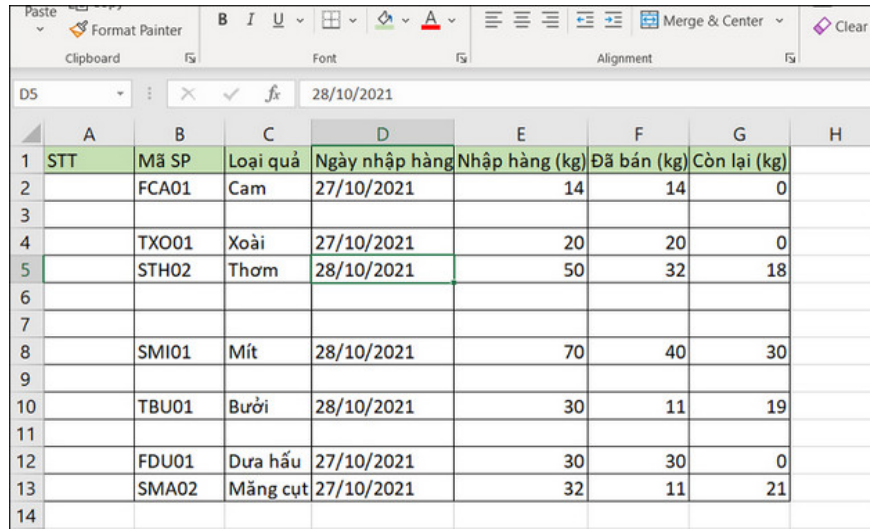
=IF(logical_test; [value_if_true]; [value_if_false]; SUBTOTAL(function_num; ref1;..))

Formula meaning:

- + **logical_test**: Condition of the IF function.
- + **[value_if_true]**: Return value if the condition is true.
- + **[value_if_false]**: Return value if the condition is false.

+ **function_num**: The function is understood by numeric value (Here the number 3 is equivalent to the COUNTA function).

+ **ref1**::: Area containing the serial number.



STT	Mã SP	Loại quả	Ngày nhập hàng	Nhập hàng (kg)	Đã bán (kg)	Còn lại (kg)
	FCA01	Cam	27/10/2021	14	14	0
	TXO01	Xoài	27/10/2021	20	20	0
	STH02	Thơm	28/10/2021	50	32	18
	SMI01	Mít	28/10/2021	70	40	30
	TBU01	Bưởi	28/10/2021	30	11	19
	FDU01	Dừa hấu	27/10/2021	30	30	0
	SMA02	Mãng cụt	27/10/2021	32	11	21

Enter the function with the syntax " =IF(B2="", "",SUBTOTAL(3,\$B\$2:B2)) ".

Function explanation:

For the function **SUBTOTAL(3,\$B\$2:B2)** we have:

+ **function_num = 3**: Understands as the COUNTA function in SUBTOTAL - Counts the number of non-empty cells.

+ **ref1 = \$B\$2:B2**: Is the numbered range (Note: Always lock the first value, here is B2, if not locked, when running the function will fail for the cells below).

For the function **IF(B2="", "",SUBTOTAL(3,\$B\$2:B2))** we have:

+ **C3=""**: This means that if the value in cell C3 is empty, the serial number will also be empty.

+ **SUBTOTAL(3,\$B\$2:B2)**: If cell C3 is not empty, the SUBTOTAL function will be used.

STT	Mã SP	Loại quả	Ngày nhập hàng	Nhập hàng (kg)	Đã bán (kg)	Còn lại (kg)
1	FCA01	Cam	27/10/2021	14	14	0
2	TXO01	Xoài	27/10/2021	20	20	0
3	STH02	Thơm	28/10/2021	50	32	18
4	SMI01	Mít	28/10/2021	70	40	30
5	TBU01	Bưởi	28/10/2021	30	11	19
6	FDU01	Dưa hấu	27/10/2021	30	30	0
7	SMA02	Mãng cầu	27/10/2021	32	11	21

7. Some notes when numbering in Excel

With the mouse drag method, you can easily apply it to tables with little data and when using a table with more than 1000 rows, manual dragging will be affected and when deleting a row, the serial numbers will not automatically jump back.

For how to use the SEQUENCE function. This function is only supported on Excel 365.

8. Other quick ways to number in Excel

In addition to the above 2 methods, Free Download also introduces to you 5 other ways to automatically number in Excel such as using the ROW, COUNTA, SUBTOTAL functions. which you can refer to in the article here: **HERE**

In Excel, automatic numbering saves you time, especially when working with large data tables. You can use the Fill Handle tool by entering the first number, then dragging or double-clicking the right corner of the cell to automatically fill in the number. If you encounter errors, check the cell format or use the ROW() formula for more flexible numbering.

In addition, Excel also provides many popular calculation functions such as SUM, IF, COUNT, which help process data effectively. For those who work with large lists, the Vlookup function will support quick information search. If you are not familiar with VLOOKUP, please refer to the detailed instructions from Free Download to apply correctly.

You finished reading the article "**How to automatically number columns in Excel quickly and simply**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.