

Numbering in Excel 2016

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Numbering in Excel is a great feature that Excel supports to help users work effectively and reach the fastest speed. The following article provides detailed instructions for Numbering in Excel 2016.

1. Numbering with the value being a numerical value

In the process of creating a numbered list is an indispensable operation. There are two ways to number with numbers as follows:

- Use drag and drop

For example, you want to number the table. Enter the starting number and next value in the first 2 cells of the ordinal column -> select the 2 recently entered values ??move to the lower right corner of the selection when the mouse pointer changes to plus sign -> drag and drop to the last position to be numbered:

STT	Họ và tên	Ngày sinh
1	Trần Văn Minh	11/1/1997
2	Vũ Đức Ngọc	11/2/1997
	Trần Đức Độ	11/3/1997
	Bùi Quang Tâm	11/4/1997
	Vũ Ngọc Dung	11/5/1997
	Trần Thu Hà	11/6/1997
	Trần Văn Minh	11/1/1997
	Vũ Đức Ngọc	11/2/1997

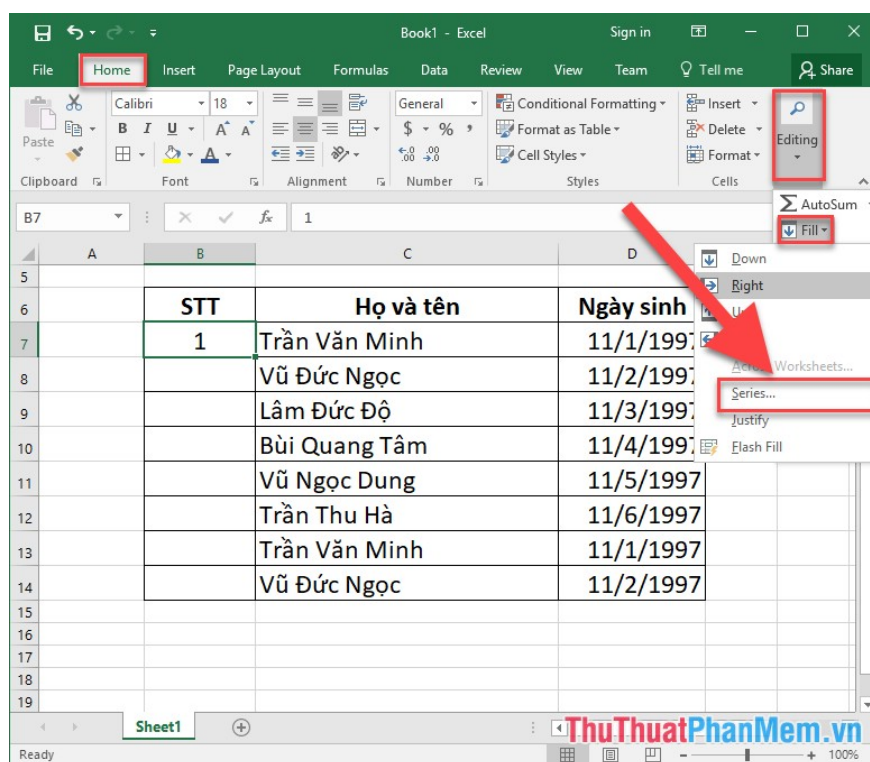
The result you have numbered in a simple operation:

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STT	Họ và tên	Ngày sinh
1	Trần Văn Minh	11/1/1997
2	Vũ Đức Ngọc	11/2/1997
3	Lâm Đức Độ	11/3/1997
4	Bùi Quang Tâm	11/4/1997
5	Vũ Ngọc Dung	11/5/1997
6	Trần Thu Hà	11/6/1997
7	Trần Văn Minh	11/1/1997
8	Vũ Đức Ngọc	11/2/1997

- Use the Fill feature

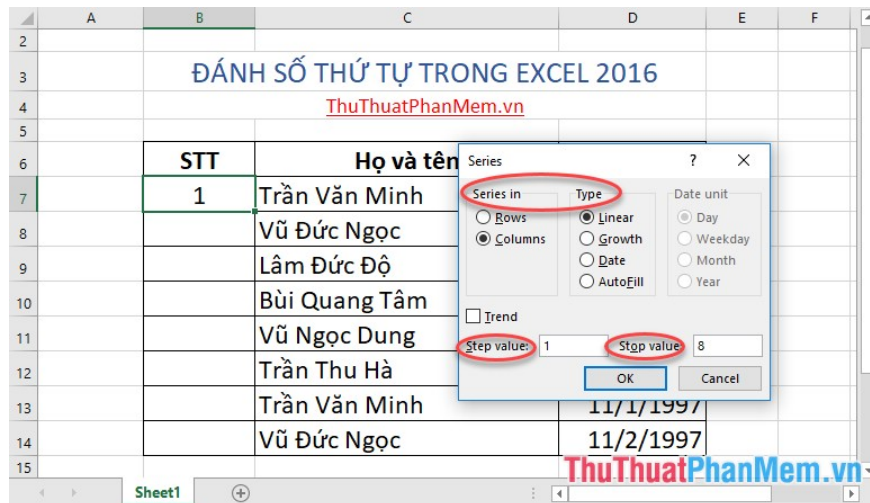
In addition to drag and drop to number, you can use the Fill feature. Enter the first numbered value in the first cell of the ordinal column. For example, here the numbering starts with 1 -> on the **Home** tab -> **Editing** -> **Fill** -> **Series**:



A dialog box appears with the following values ??selected:

- **Series Series** item : Select **Columns**
- Item **Type**: Select **Linear** value
- **Step Value**: Select the value to start numbering

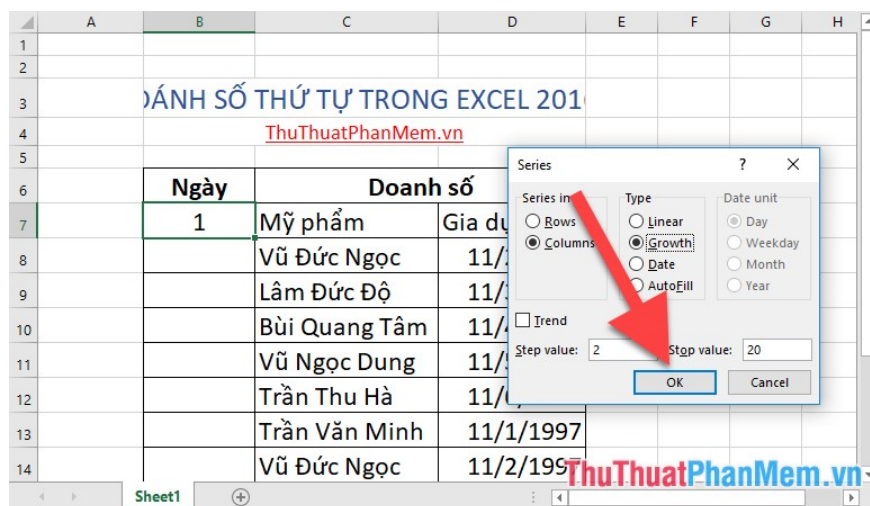
- **Stop vlaue:** Enter the last value to number



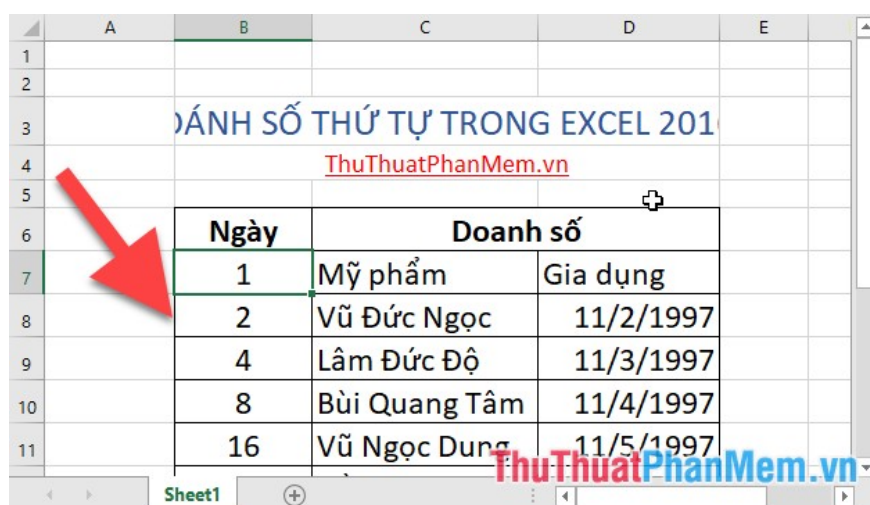
Finally click **OK** you have numbered as you like:



In case you want to number by exponential select the **Growth** feature in the **Type** section . Example of numbering in powers of 2 to values less than 20:



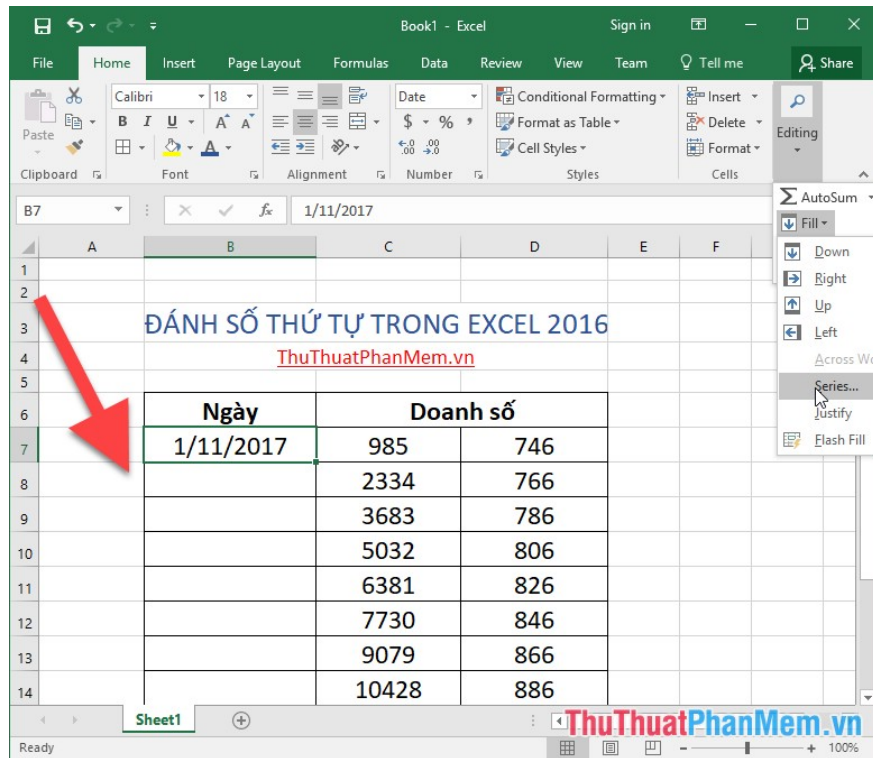
The results are numbered in powers:



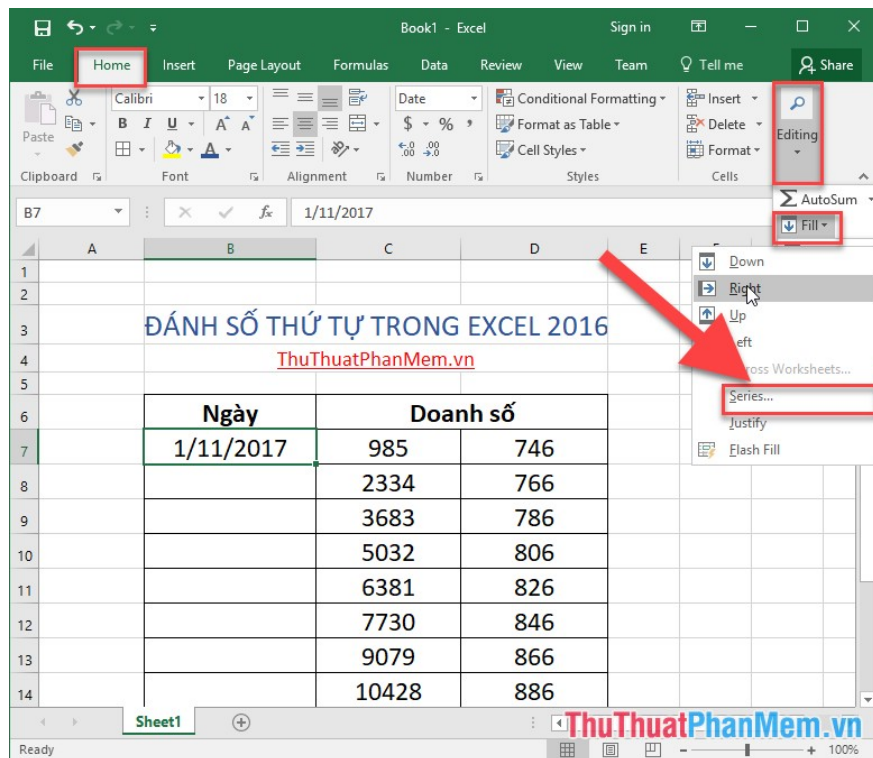
2. Number the number with the date value

In case you have a monthly revenue report, you need to enter date values, as if you were simply entering data one by one so it takes time. For example, enter date values ??in the table:

Step 1: Enter the value of the first day to calculate revenue:



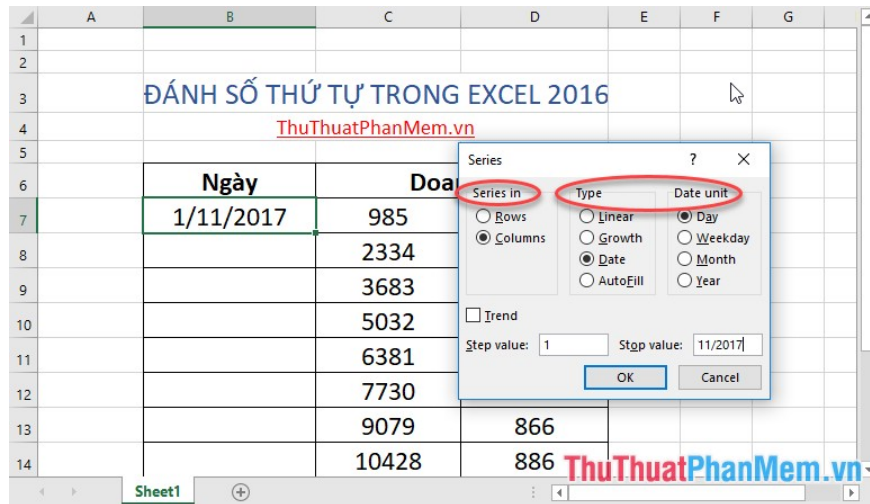
Step 2: Go to the Home tab -> Editing -> Fill -> Series:



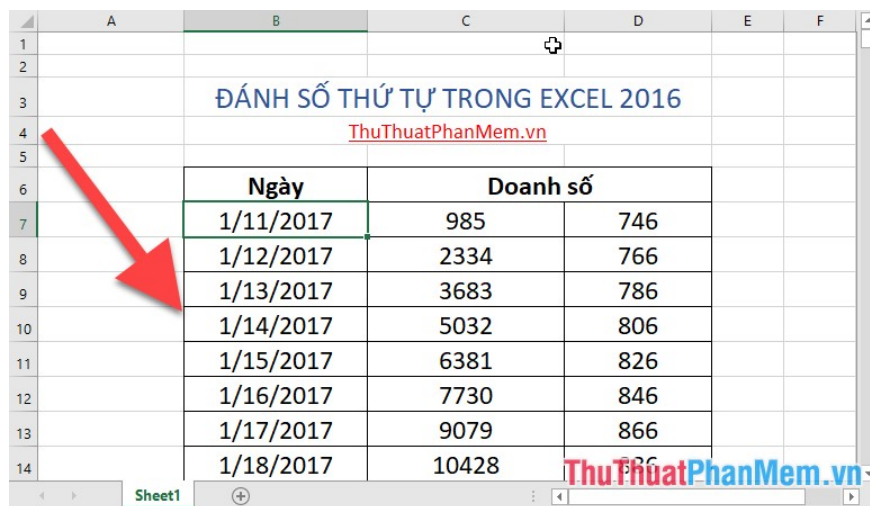
Step 3: A dialog box appears with the following options selected:

- **Series Series item : Select Columns**

- **Item Type:** Select **Date** value
- **Date unit:** select the **Day** value .
- **Step Value:** Choose the value to start with numbered
- **Stop vlaue:** Enter the value of the last day to number



- Click **OK** results you have numbered by the date:



With simple operation, you have numbered the number of different data types. Above is a detailed guide on numbering in Excel 2016. I wish you success!

You finished reading the article "**Numbering in Excel 2016**" 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.