

# BIS Help Guides

## **Creating a list of numbers, dates, days, etc. very quickly**

Learn how to create lists quickly.

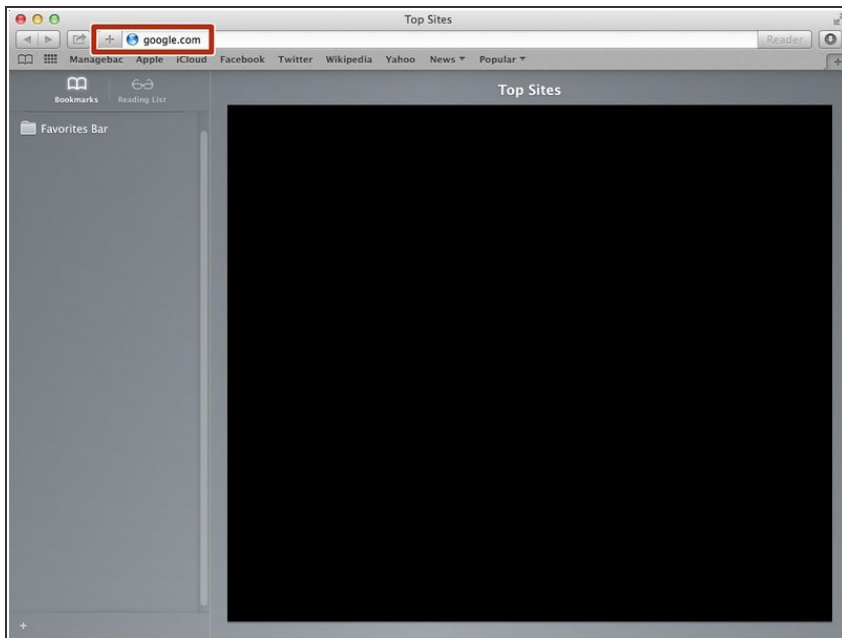
Written By: Aaron

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# INTRODUCTION

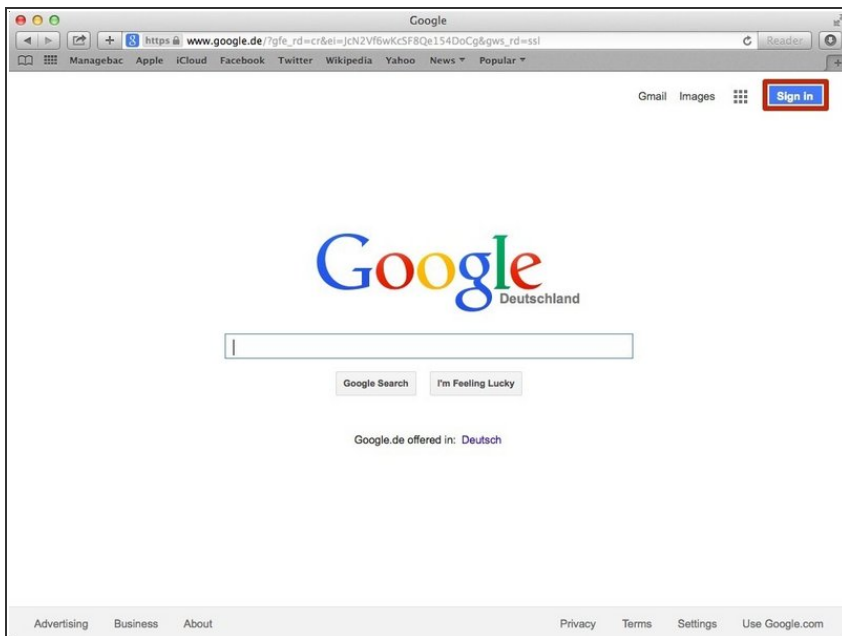
Learn how to create lists quickly.

## Step 1 — How to Access google.com



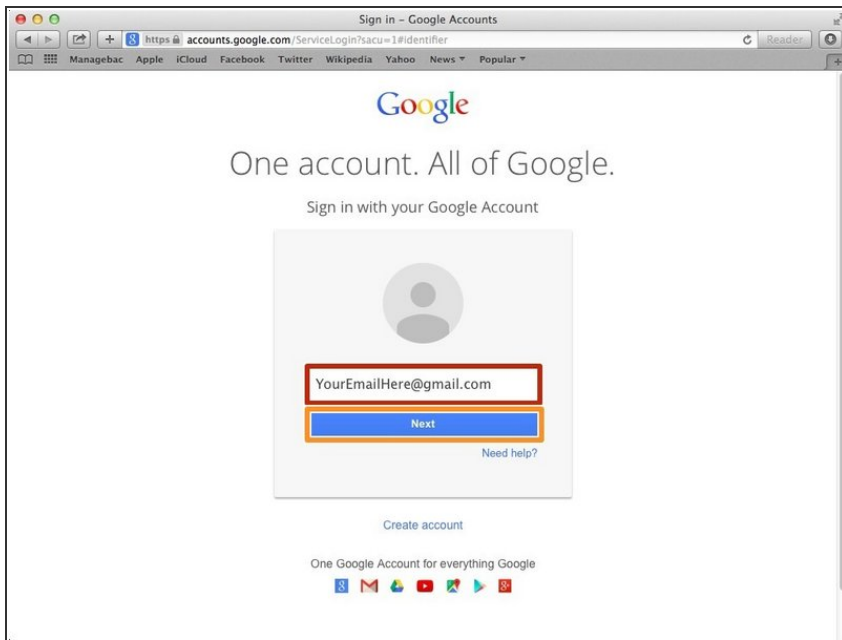
- Typing "google.com" in the address bar to go to the google website

## Step 2 — Finding The Sign In Button



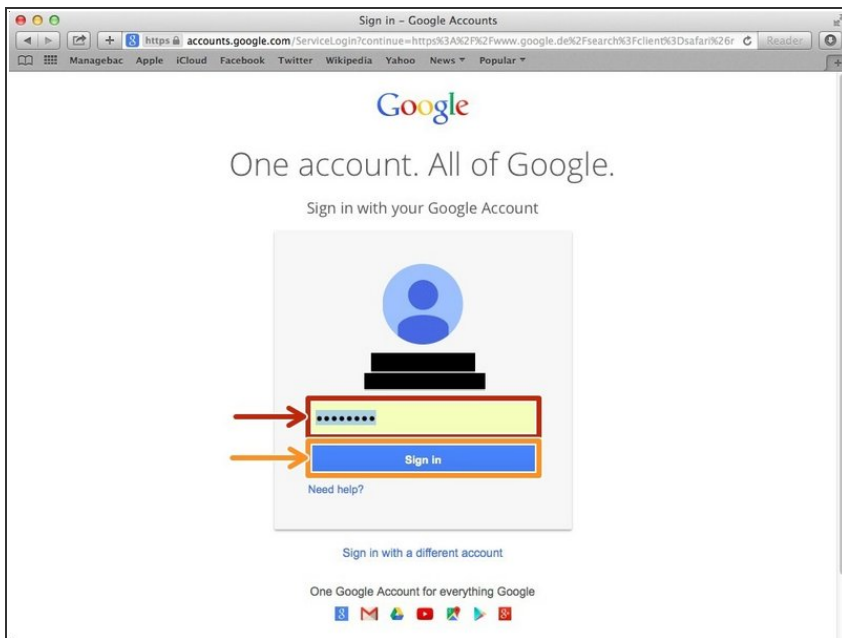
- Click on the "Sign In" button to sign in your google account

## Step 3 — Entering Your Email



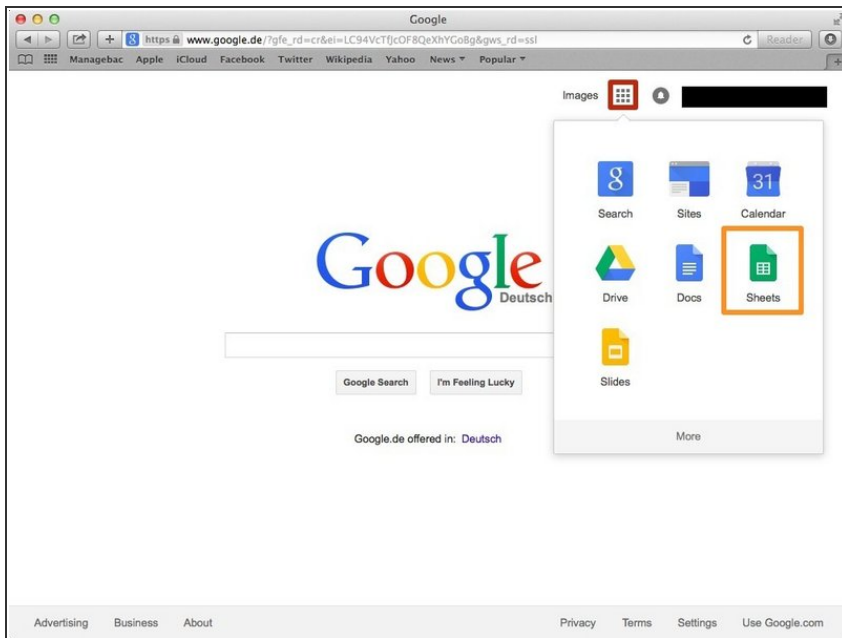
- Type your email address into this box
- Click on the blue "Next" button

## Step 4 — Entering In Your Password



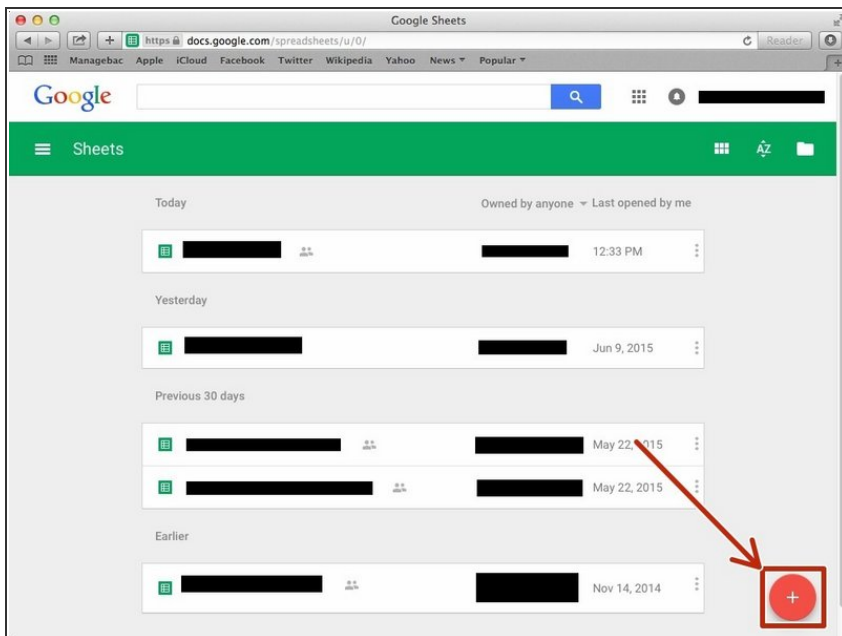
- Type your password into this box
- Click on the blue "Sign In" button

## Step 5 — Opening Google Sheet



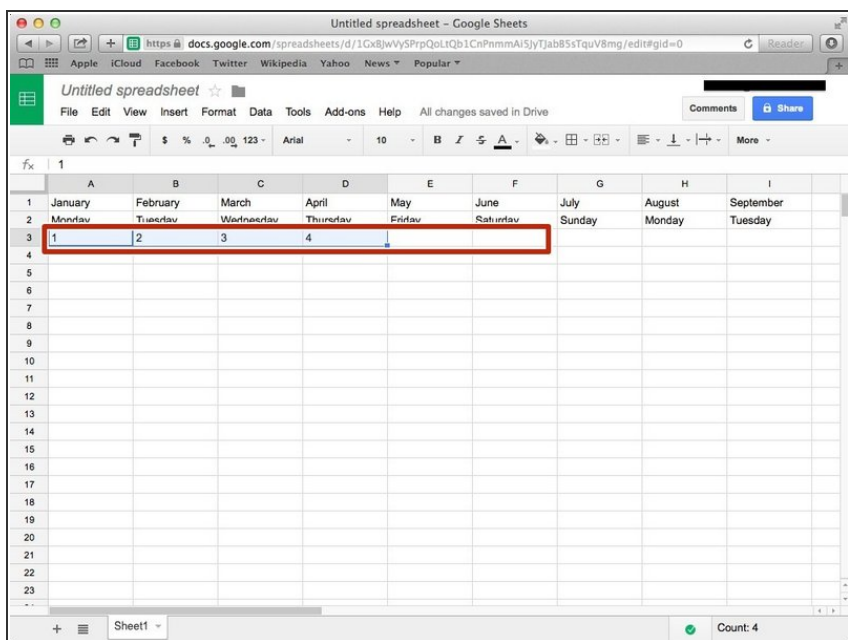
- Click this button to open a menu of options
- Click on the "Sheet" button

## Step 6 — Creating a New Spreadsheet



- Click + button to create new spreadsheet

## Step 7 — How To quickly Make A List



- Type in the first day or month or number and click on the small blue square on the bottom right corner of the box. While you click it hold it and drag it across the number of columns or rows you want and it will automatically fill in with the days or months or numbers.