**Advance Excel Assignment 8**

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**1. What do you mean by AutoComplete feature in Excel and what are the benefits of using this feature?**

AutoComplete is a feature in Excel that suggests or automatically fills in cell content based on the existing data entered in a particular column or row. This feature analyzes the pattern of the data in the cell and predicts the possible content of the cell, which can be selected and entered automatically by the user.

The benefits of using AutoComplete in Excel are:

1. Saves time: AutoComplete saves time as it predicts the possible entries and eliminates the need to type the same content repeatedly.
2. Reduces errors: AutoComplete reduces errors by automatically filling in the correct content, thereby reducing the chances of spelling mistakes or typos.
3. Increases efficiency: With the help of AutoComplete, users can easily complete a large amount of data in a short period of time, which increases their efficiency.
4. Helps in data consistency: AutoComplete helps in maintaining data consistency by suggesting the same entries that are used earlier in the same column or row.
5. Easy to use: AutoComplete is easy to use, and users can quickly learn to use it to speed up their work in Excel.

**2. Explain working with workbooks and working with cells.**

A workbook is a collection of one or more spreadsheets, each of which is called a worksheet. Here are some tasks that you can perform when working with workbooks in Excel:

* Create a new workbook: To create a new workbook, click on the File tab, select New, and then select Blank Workbook or any other template that you prefer.
* Open an existing workbook: To open an existing workbook, click on the File tab, select Open, and then browse to the location where the workbook is saved.
* Save a workbook: To save a workbook, click on the File tab, select Save As, and then choose the location where you want to save the workbook.
* Close a workbook: To close a workbook, click on the File tab, select Close, or simply click on the X button in the top-right corner of the window.

A cell is the intersection point of a row and a column in a worksheet. Here are some tasks that you can perform when working with cells in Excel:

* Select a cell: To select a cell, simply click on the cell with the mouse cursor.
* Enter data into a cell: To enter data into a cell, select the cell and then type the data that you want to enter.
* Edit cell contents: To edit the contents of a cell, double-click on the cell, or press F2 on your keyboard.
* Format cells: To format cells, select the cells that you want to format, and then click on the Home tab. From there, you can change the font, font size, font color, and other formatting options.
* Insert or delete cells: To insert or delete cells, select the cells that you want to insert or delete, right-click, and then choose Insert or Delete from the context menu.
* Copy or move cells: To copy or move cells, select the cells that you want to copy or move, right-click, and then choose Copy or Cut. Then, select the destination cell, right-click, and choose Paste.

**3. What is fill handle in Excel and why do we use it?**

The fill handle is a small square located in the bottom-right corner of a selected cell or range of cells in Excel. When the fill handle is dragged, it copies the contents of the selected cell or range of cells to adjacent cells based on the pattern or series detected by Excel.

Here are some benefits of using the fill handle in Excel:

* Saves time: The fill handle saves time as it can quickly and easily copy the contents of a cell or range of cells to adjacent cells, eliminating the need to manually type in the data.
* Increases efficiency: The fill handle increases efficiency by allowing users to quickly fill in a large amount of data in a short period of time.
* Helps in maintaining consistency: The fill handle helps in maintaining consistency by automatically filling in a pattern or series of data in adjacent cells, which helps to reduce errors and ensure data consistency.
* Useful for formatting: The fill handle can also be used to quickly copy formatting options such as font size, font style, and cell color.
* Easy to use: The fill handle is easy to use, and users can quickly learn to use it to speed up their work in Excel.

**4. Give some examples of using the fill handle.**

* Fill a series of dates: Select the first cell with the starting date, drag the fill handle down or across to fill in the rest of the cells with the series of dates.
* Fill a sequence of numbers: Select the first cell with the starting number, drag the fill handle down or across to fill in the rest of the cells with the sequence of numbers.
* Fill a pattern of data: Select the first few cells with the pattern of data, drag the fill handle down or across to fill in the rest of the cells with the same pattern of data.
* Fill a series of formulas: Enter a formula in the first cell, drag the fill handle down or across to fill in the rest of the cells with the series of formulas that refer to the same cells in the formula.
* Fill a custom list: Type a list of items in a column, select the cells containing the list, and drag the fill handle down or across to fill in the rest of the cells with the same list.
* Fill a formatting style: Apply a specific formatting style to a cell, select the cell, and drag the fill handle down or across to apply the same formatting style to adjacent cells.

**5. Describe flash fill and what the different ways to access the flash fill are.**

Flash Fill is a feature in Microsoft Excel that automatically fills in values based on patterns it recognizes in the data. It can be useful for tasks such as splitting or combining data, formatting data, and converting data to a different format.

Here are some different ways to access Flash Fill in Excel:

* Using the Ribbon: Click on the "Data" tab in the Ribbon, and then click on the "Flash Fill" button in the "Data Tools" group.
* Using the keyboard shortcut: Press "Ctrl" + "E" on your keyboard to activate Flash Fill.

**6. Extract first name and last name from the mail id and then from the address column, extract the city, state, and pin code using the flash fill. Given below is an example of the columns you have to create. Paste the screenshot of what you have created using the flash fill command. Example: Mail Id, Address, First name, Last name, State, City, Pincode**

