

Excel Assignment - 8

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

AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

Benefits of autocomplete

- Save Time
- Avoid Typos. Autocomplete minimizes the number of characters a user has to type, thus reducing the potential for errors.
- Reduce Cognitive Demand. Don't make your users think.
- Better Searches = Better Results.

2. Explain working with workbooks and working with cells.

An Excel file, often referred to as a *workbook*, contains one or more spreadsheets, or *worksheets*. Each box in the worksheet area is referred to as a *cell*. Each cell has a *cell address*, which is composed of a *column reference* and a *row reference*. The letters across the top of the worksheet make up the column reference. The numbers down the left side of the worksheet make up the row reference. For example, the address of the top, leftmost cell is A1. This is because the cell is located at the intersection of the A column and row 1.

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

In Microsoft Excel, a fill handle is a feature to extend (and fill) several numbers, dates, or even text to other cells. In the active cell of the spreadsheet, the fill handle is a small black box at the bottom-right corner

4. Give some examples of using the fill handle.

Ex:- if you have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, you can simply enter the first two numbers and use the fill handle to do the rest.

Flash Fill automatically fills your data when it senses a pattern. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns.

- Identify patterns in data and predict the next element.
- Extract data and transform it to match case-sensitive patterns such as addresses, names, emails, and more.
- Combine extracted data with periods, @ symbols, and .com extensions to create the appropriate prediction.

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

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
4				Mail ID	Address	First Name	Last Name	State	City	Pincode						
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Sheet1

ReadyFlash Fill Changed Cells: 3Accessibility: Good to go