

Excel Assignment - 8

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

Ans. The AutoComplete feature in Excel suggests or completes text or values based on existing entries. Its benefits include time-saving, accuracy, efficiency, ease of use, learning patterns, and improved productivity.

2. Explain working with workbooks and working with cells.

- Ans. Working with Workbooks: Workbooks are files

containing worksheets. You can create, open, save, and organize workbooks. They help you manage data in separate files.

- **Working with Cells:** Cells are individual units in a worksheet grid. You enter data, apply formatting, perform calculations, and manipulate cells. A unique cell reference identifies cells and are crucial for organizing and analyzing data in Excel.

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

Ans. The fill handle in Excel is a small square in the bottom right corner of a selected cell. It quickly fills

adjacent cells with series, patterns, or formulas. It saves time by automating data entry, replicating patterns, and copying formulas across cells.

4. Give some examples of using the fill handle.

Ans.

- Autofill Series: Drag the fill handle to quickly fill adjacent cells with a series of numbers or dates.
- Replicate Patterns: Use the fill handle to replicate patterns like days of the week or custom lists across cells.
- Copy Formulas: Drag the fill handle to copy formulas across cells, automatically adjusting cell references.
- Incrementing Values: Enter a starting value and drag the fill handle to increment values as you move across cells.

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

Ans. Flash Fill is a feature in Excel that automatically fills in data based on patterns. It can be accessed through automatic detection, manual activation by typing the desired result, or clicking the "Flash Fill" button in the "Data" tab. It saves time by intelligently predicting and filling in data based on recognized patterns.



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

| | A | B | C | D | E | F | G | H |
|----|--|------------|-----------|---------------------------------|-----------|--------------|---------|---|
| 1 | Mail Id | First Name | Last Name | Address | City | State | Pincode | |
| 2 | adityasen@gmail.com | aditya | sen | Jaipur, Rajasthan, 302013 | Jaipur | Rajasthan | 302013 | |
| 3 | aditisen@gmail.com | aditi | sen | Ajmer, Rajasthan, 201516 | Ajmer | Rajasthan | 201516 | |
| 4 | rajendrasen@gmail.com | rajendra | sen | Bikaner, Rajasthan, 401523 | Bikaner | Rajasthan | 401523 | |
| 5 | manjusen@gmail.com | manju | sen | Jodhpur, Rajasthan, 231510 | Jodhpur | Rajasthan | 231510 | |
| 6 | ramanyadav@gmail.com | raman | yadav | Sikar, Uttarpradesh, 510263 | Sikar | Uttarpradesh | 510263 | |
| 7 | adityagupta@gmail.com | aditya | gupta | Kolkata, West Bengal, 181916 | Kolkata | West Bengal | 181916 | |
| 8 | amanyadav@gmail.com | aman | yadav | Banaras, Uttarpradesh, 281789 | Banaras | Uttarpradesh | 281789 | |
| 9 | divyagarwal@gmail.com | divy | agarwal | Vrindavan, Uttarpradesh, 241519 | Vrindavan | Uttarpradesh | 241519 | |
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