ASSIGNMENT

Question1 What do you mean by AutoComplete feature in Excel and what are the benefits of using this feature?

Answer1 Auto Complete 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.

Question2 Explain working with workbooks and working with cells.

Answer 2 A workbook is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which you can enter and calculate data. The cells are organized into columns and rows. A worksheet is always stored in a workbook. A workbook can contain many worksheeks. Think of it as a book. The book (workbook) usually has a single topic, such as your budget. Each page (worksheet) within the book contains part of that topic, such as the budget broken down into months.

Question3. What is fill handle in Excel and why do we use it?

Answer3 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, as shown in the image.

Qusetion4. Give some examples of using the fill handle.

Answer4 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.

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

Answer5 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.

. You can go to Data > Flash Fill to run it manually, or press Ctrl+E. To turn Fill on, go to  Tools > Options > Advanced > Editing Options > check the Automatically Flash Fill box.