**Excel Assignment - 8**

1. What do you mean by AutoComplete feature in Excel and what are the

benefits of using this feature?

**Ans:** AutoComplete is the automatic filling in of your text when you start typing and is switched on by default.

This will reduce the amount of text you have to enter by preventing you typing in repetitive words.  
AutoComplete matches only exact cell entries, not individual words in a cell.

2. Explain working with workbooks and working with cells.

**Ans:** Whenever you save an Excel file to your computer, or save it using any other method, it's saved as a workbook. A workbook is made up of worksheets. In other words, worksheets are stored in workbooks, and workbooks are the files that you actually save.

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.

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

**Ans:** Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse.

A basic understanding of fill handle in Excel could save you some time and make you more productive.

4. Give some examples of using the fill handle.

**Ans:** i) 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.

ii) you can quickly fill cells when the number increments/decrements by 1.

iii) You can use fill handle in Excel to autocomplete weekday names. It could either be the three alphabets nomenclature (Mon, Tue…) or the full name (Monday, Tuesday…).

iv) You can easily autofill dates using the fill handle in Excel. Any date format that is recognized by Excel can be used by the fill handle. Etc..

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

**Ans**: Excel Flash Fill is a special tool that analyzes the information you are entering and automatically fills data when it identifies a pattern.

Flash Fill button on the Data tab or press the Ctrl + E shortcut.

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

**Ans**: Flash fill is available for only above Excel 2013 version only & I have excel version 2010.