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

benefits of using this feature?

AutoComplete Feature in Excel:

The AutoComplete feature in Excel predicts the entry you're typing in a cell based on previously entered data in the same column.

It suggests potential matches as you start typing, making it quicker and easier to enter repetitive data.

Benefits:

Saves time by reducing the need to type repetitive data manually.

Helps avoid typographical errors by suggesting existing entries.

Improves efficiency in data entry tasks, especially when dealing with long lists or databases.

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

Working with Workbooks and Cells:

Workbooks: Excel files that contain one or more worksheets.

Create a new workbook: Click on "File" > "New" > "Blank Workbook".

Open an existing workbook: Click on "File" > "Open" and select the desired workbook.

Save a workbook: Click on "File" > "Save As" and choose a location and file format.

Cells: Individual rectangular spaces within a worksheet where you can enter data or formulas.

Selecting cells: Click and drag to select multiple cells, or click on a single cell to select it.

Entering data: Double-click on a cell to enter edit mode, then type the desired data.

Formatting cells: Right-click on selected cells and choose "Format Cells" to apply formatting options.

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

Fill Handle in Excel:

The fill handle is a small square at the bottom-right corner of a selected cell in Excel.

It is used to quickly fill adjacent cells with data, based on the content of the selected cell.

Benefits:

Saves time by automatically extending a series or pattern of data into adjacent cells.

Provides consistency and accuracy in filling data, especially when dealing with sequences or patterns.

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

Fill a series of numbers: Enter the starting value in a cell, drag the fill handle down or across to fill adjacent cells with incremental numbers.

Fill a series of dates: Enter the starting date in a cell, drag the fill handle to fill adjacent cells with subsequent dates.

Fill a series of formulas: Enter a formula in a cell, drag the fill handle to apply the formula to adjacent cells.

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

Flash Fill is a data entry tool in Excel that automatically detects patterns in your data and fills in values accordingly.

Ways to access Flash Fill:

Select the cell where you want to apply Flash Fill, then go to the "Data" tab and click on "Flash Fill".

Alternatively, you can use the keyboard shortcut Ctrl + E 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, Pin code**

Given columns: Mail Id, Address

To extract data using Flash Fill:

For first name and last name from the mail id: Enter the first name in a cell, then type a space and enter the last name. Select these cells and activate Flash Fill to extract names from mail ids.

For city, state, and pin code from the address column: Enter the city name in a cell, then type a comma and space followed by the state abbreviation, then type a space and enter the pin code. Similarly, select these cells and apply Flash Fill to extract city, state, and pin code from addresses.