**EXCEL ASSIGNMENT NO.8**

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

AutoComplete is feature of Excel that predict the words user is typing. AutoComplete examine the data written previously by user help user to complete the data (sentence or word) by suggesting data (words, characters). AutoComplete save lot of time and increase and speed human-computer interaction.  when it correctly predicts the word, a user intends to enter after only a few characters have been typed.

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

Whenever you save the excel file, actually user save a workbook. The workbook contains multiple sheets. Each sheets contains rows and columns and cells. The content or data in excel workbook is written inside cells. User can format those cells, manipulate data inside the cell and it is saved as excel workbook.

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

Fill handle is the feature of excel that is used to fill the data automatically with similar pattern. Using fill handle user can create sequence and extend the series of number, date and combination of text to desired number of cells. Fill handle can be used to copy the content of cell to another cell, it can be text, number or formula.

To use fill handle:

* In Home Tab of Excel.
* Click on the fill option in Editing group.
* Then the list of various fill option will appear select the appropriate one as per the requirement. (How you have to fill data through row or columns, whether data is number or text)

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

Some examples of using fill handle are:

* The basic thing that you can do using fill handle is duplicate the content of cells, it can be text, number or formula.
* User can delete the content of the cell by using fill handle to but this time user has to drag mouse in upward direction.
* Using fill handle user can create the sequence.
* The most powerful feature of fill handle is flash fill.:

User have to manually write till the excel get the pattern and then can use fill handle to duplicate similar pattern.

* Fill handle can be also used to duplicate thing faster

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

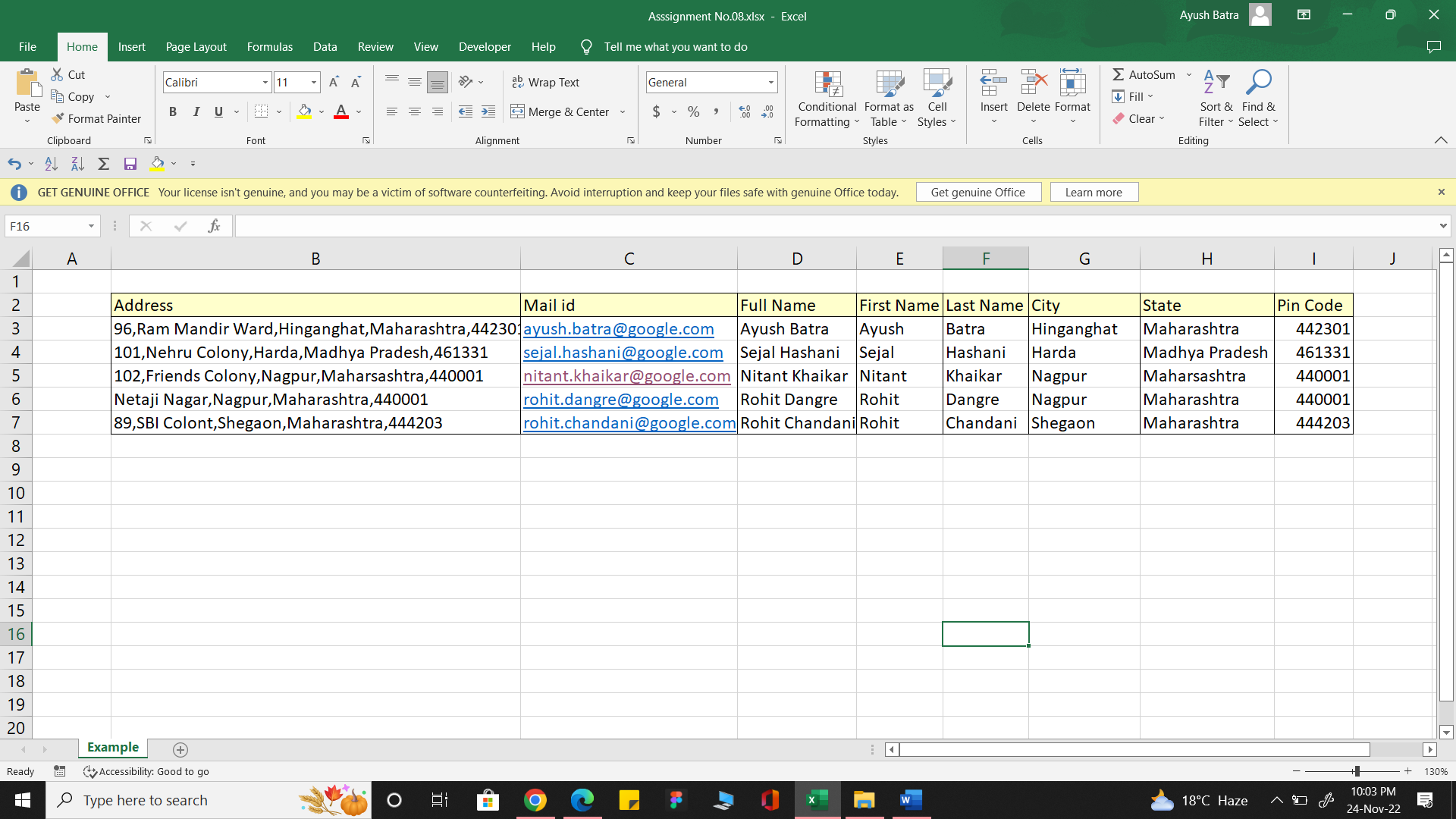
Flash Fill is again the important feature in excel it automatically fills the data in cell by examining the existing pattern in which data is entered in the cell. Flash fills save lot of time of a user. If you are entering the data which follow some pattern so using flash fill user don’t have to enter data individual one by one you just have to enter the data till excel can examine the pattern then using flash fill the rest of data can be entered.

The keyboard shortcut for flash fill is ‘Ctrl+E’.

If user want to access the Flash Fill option:

* Click on the Home Tab.
* In Editing group in click on fill option.
* There is various fill option available and at last the option of ‘Flash Fill’ is also there click on it.

1. **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**

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