

2/1/2026

ASSIGNMENT-5

(FLASH FILL, TEXT TO COLUMNS, BASIC FUNCTIONS)

Ques:1 What is Flash Fill, and how does it work in Excel?

Ans:1 → Flash Fill is an Excel feature that automatically fills data by recognising pattern.
→ It works when you provide one or two examples of the desired result. Excel analyses the pattern and applies it to remaining cells.
→ It does not require any formula.
→ Shortcut Key: Ctrl + E.
Commonly used for text extraction, formatting & data cleanup.

Ques:2 How would you use Flash Fill to reformat data in a column?

Ans:2 → Enter the reformatted value in a new column.
→ Start typing the next value to show the pattern.
→ Press Ctrl + E to apply Flash Fill.
→ Excel reformats all values automatically.
→ Useful for names, phone numbers and codes.

Ques:3 Can you explain the process of splitting data using Text to Columns?

Ans:3 → Select the column with combined data.
→ Go to Data → Text to Columns.
→ Choose Delimited or Fixed Width.
→ Select Delimiter or set break lines.
→ Click Finish to split the data.

Ques 4 What are some common delimiters used in text to (column)

Ans 4 ⇒ Comma (,)

- Space
- Tab

- Semicolon (;)

- Custom delimiters like hyphen (-) or slash (/)

Delimiters define where Excel splits the data.

Ques 5 How do you use the LEN function to count characters in a cell?

Ans 5 ⇒ LEN counts the total number of characters in a cell.

→ It includes spaces and symbols.

→ SYNTAX: LEN(A1)

→ It is used in Text Validation and Cleaning tasks.

→ Helpful for checking ID lengths or input limits.

Ques 6 What is the purpose of the SUBSTITUTE function, and how is it used?

Ans 6 ⇒ SUBSTITUTE replaces specific text with new text.

→ It works based on exact text matches.

SYNTAX: =SUBSTITUTE (text, old_text, new_text)

EXAMPLE: =SUBSTITUTE (A1, " ", "/")

→ Used in Data Correction and formatting.

Ques 7 How would you combine the CONCATENATE function with flash fill?

Ans 7) Use CONCATENATE (or &) to join values initially.

→ Provide one example output.

→ Apply Flash fill to repeat the pattern.

EXAMPLE:

A1 & " " & B1

→ Speeds up large text - combining tasks.

Ques 8 Explain the difference between the REPT function and the SUBSTITUTE function.

Ans 8) REPT repeats a text a specified number of times.

→ SUBSTITUTE replaces text with another value.

→ REPT is used for patterns, SUBSTITUTE for text replacement.

EXAMPLE: =REPT ("*", 5)

=SUBSTITUTE (A1, "old", "new")

Ques 9 How can you use Text to Columns to convert text to dates?

Ans 9) Select the column containing text-dates.

→ Go to Data → Text to Columns.

→ Click Next → Next.

→ Choose Data Format (DMY / MDY)

→ Click Finish to convert to real dates.

Ques 10 What is the significance of Flash fill preview in Excel?

Ans 10) Flash fill Preview shows how Excel will apply the patterns.

→ Helps verify correctness before filling.

→ Prevents incorrect formatting.

→ Improves accuracy and confidence.