

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, formattings, 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 length 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 pattern.

- Helps verify correctness before filling.

- Prevents incorrect formatting.

- Improves accuracy and confidence.