Q1.> 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 text when we start typing and is switched on by default. This reduces the amount of text we have to enter by preventing us typing in repetitive words. Useful when we entering data into a table containing duplicate entries.

Q2.> Explain working with workbooks and working with cells.

Ans.= A 'workbook' is a file that contains one or more worksheets to help you organize data.
To create a new workbook-
1.Open Ms Excel.
2. Select Blank Workbook or press CTRL+N.
3. Start Typing

A cell is the intersection of row and column. We can select the cell, select cell range, insert data into cell, copy, cut and paste data into the cell.

Q3.> What is fill handle in Excel and why do we use it?

Ans.= Fill Handle is a feature in excel that enables us to auto-complete a list in a row/column by simply dragging it using mouse or double press on it and it will auto-fill the cells and creates a series based on values we have in the selected cells.
It's used to auto-fill the cells in starting cells from where we want to create a list.

Q4.> Give some examples of using the fill handle.

Ans.= Some examples of using fill handle are:
1. To quickly insert numbers in the cell.
2. To autofill numbers that increment/decrement by 1.
3. To autofill weekdays names by either typing just three letters of week or complete one letter of week.

Q5.> Describe flash fill and what the different ways to access the flash fill are.

Ans.= Flash fill is a special tool that analyses the information we are entering and automatically fills data when it identifies a pattern. It grabs a tedious task that would take hours to be performed manually and executes it automatically in a flash.
 It can be accessed by using shortcut by pressing CTRL+E or manually by going to Data>Flash Fill and by going to Tools> Options> Advanced> Editing options> and then check automatically flash fill box.