Excel Assignment - 8

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

Ans: AutoComplete helps us quickly insert functions and arguments while minimizing typing and syntax errors. The benefit of using AutoComplete is that it allows us to create entire columns or rows of data which are based on the values from other cells.

2. Explain working with workbooks and working with cells.

Ans: A workbook is a file that contains one or more worksheets to help us organize data.

We can create a new workbook from a blank workbook or a template.

Working with workbook

- Open Excel.
- Select Blank workbook or press Ctrl+N.
- Start typing.

Working with cells

Whenever we work with Excel, we'll enter information into **cells**. Cells are the basic building blocks of a worksheet. We'll need to learn the basics of **cells** and **cell content** to calculate, analyze, and organize data in Excel. Every worksheet is made up of thousands of rectangles, which are called **cells**. A cell is the **intersection** of a **row** and a **column**.

To select a cell:

To input or edit cell content, we'll first need to **select** the cell.

1. Click a **cell** to select it.

2. A **border** will appear around the selected cell.

We can also select cells using the **arrow keys** on our keyboard.

To select a cell range:

Sometimes we may want to select a larger group of cells, or a **cell range**.

1. Click and drag the mouse until all of the **adjoining cells** we want to select are **highlighted**. For an example, we'll select the cell range **A5:C18**.

2. Release the mouse to **select** the desired cell range. The cells will remain selected until we click another cell in the worksheet.

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

Ans: Fill handle is a feature to extend (and fill) several numbers, dates, or even text to other cells. We can quickly copy formulas into adjacent cells by using the fill handle. When we drag the handle to other cells, Excel will show different results for each cell.

4. Give some examples of using the fill handle.

Ans: Fill Handle is a tool that we can use to autocomplete lists in Excel. For example, if we have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, we can simply enter the first two numbers and use the fill handle to do the rest.

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

Ans: Flash Fill automatically fills our data when it senses a pattern. The different ways to access the flash fill are as follows:

- We can go to **Data** > **Flash Fill** to run it manually.
- Press Ctrl+E. To turn Flash Fill on, go to **Tools** > **Options** > **Advanced** > **Editing Options** > check the **Automatically Flash Fill** box.

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 we have to create. Paste the screenshot of what we have created using the flash fill command.
   Example: Mail Id, Address, First name, Last name, State, City, Pincode.

Ans:

	A	B	C	D	E	F	G	H
1	**Mail id**	**Address**	**First Name**	**Last Name**	**State**	**City**	**Pincode**	
2	raj.sen@xyz.com	Bharalu,Guwahati,Assam,781025	Raj	Sen	Assam	Guwahati	781025	
3	mrin.das@xyz.com	abc,Bengaluru,Karnataka,837487	Mrin	Das	Karnataka	Bengaluru	837487	
4	dev.mishra@xyz.com	xyz,Dibrugarh,Assam,525252	Dev	Mishra	Assam	Dibrugarh	525252	
5	raj.sen@xyz.com	aga,mangalore,Karnataka,562728	Raj	Sen	Karnataka	mangalore	562728	
6	manoj.jain@xyz.com	haga,Tezpur,Assam,62321	Manoj	Jain	Assam	Tezpur	62321	
7	shyam.surena@xyz.com	faga,Shillong,Meghalaya,767121	Shyam	Surena	Meghalaya	Shillong	767121	
8	praven.mehta@xyz.com	gaga,Imphal,Manipur,623171	Praven	Mehta	Manipur	Imphal	623171	
9	aman.gupta@xyz.com	abc,Bengaluru,Karnataka,837487	Aman	Gupta	Karnataka	Bengaluru	837487	
10	ronak.taneja@xyz.com	Bharalu,Guwahati,Assam,781025	Ronak	Taneja	Assam	Guwahati	781025	
11	nirmala.begum@xyz.com	aga,mangalore,Karnataka,562728	Nirmala	Begum	Karnataka	mangalore	562728	
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