

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

→ AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

2) Explain working with workbooks and working with cells.

→ An Excel file, often referred to as a workbook, contains one or more spreadsheets, or worksheets. Each box in the worksheet area is referred to as a cell. Each cell has a cell address, which is composed of a column reference and a row reference.

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

→ You can quickly copy formulas into adjacent cells by using the fill handle. When you drag the handle to other cells, Excel will show different results for each cell.

4) Give some examples of using the fill handle.

→ if you have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, you 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.

→ Flash Fill automatically fills your data when it senses a pattern. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns.

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 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, Pincode

→ Flash fill is available in only 2013 excel.