1. What do you mean by AutoComplete feature in Excel and what are the

benefits of using this feature?

It helps to insert functions and arguments while minimizing typing and syntax errors.

Benefits:

1. This helps to reduce the amount of text to be entered by preventing in repetitive words.
2. AutoComplete matches only exact cell entries, not individual words in a cell.
3. Explain working with workbooks and working with cells.

A workbook is a spreadsheet program file that we create in Excel. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which we can enter and calculate data. The cells are organized into columns and rows.

Workbook is the primary document that you use to retrieve, manipulate and store data. The workbook can also be viewed as a collection of worksheets, where a worksheet is in turn defined as a collection of cells.

Any information entered into a spreadsheet will be stored in a cell. Each cell can contain different types of content, including text, formatting, formulas, and functions. Text: Cells can contain text, such as letters, numbers, and dates.

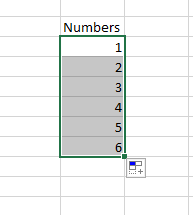
3. What is fill handle in Excel and why do we use it?

A fill handle is a tool in Microsoft Excel that allows users to quickly copy formulas or data down a column or across a row.

The Fill Handle is an Excel feature that enables us to bypass the copy and paste of each value into cells and uses patterns instead of filling out the information. This tiny cross is a versatile tool in the Excel suite to perform data entry, transformation, and many other applications.

1. Give some examples of using the fill handle.

Fill handle comes with + sign to auto fill as per the data given in excel.



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

Similar to fill handle, Flash fill accommodates data as per information given in cell. Data – Flash Fill or

Ctrl + E.

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.

