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

AutoComplete is a feature in Microsoft Excel that automatically fills in data for you based on patterns it detects in the existing data. When you start typing in a cell, Excel will suggest matches based on what you've typed so far, and you can select the appropriate suggestion to fill in the rest of the data.

For example, if you have a list of names in one column and you start typing "J," Excel might suggest "John," "Jane," and "Jim" as possible matches. You can select the correct name from the list and Excel will fill in the rest of the name for you.

The benefits of using AutoComplete in Excel are that it can save time and reduce errors. By suggesting matches based on existing data, it can help ensure that you're using consistent and accurate information. Additionally, by filling in the data automatically, you can avoid typos and other errors that might occur if you were typing the data manually.

**2. Explain working with workbooks and working with cells.**

Working with Workbooks: In Microsoft Excel, a workbook is a file that contains one or more spreadsheets, or worksheets, where you can enter and manipulate data. When you first open Excel, a new, blank workbook is automatically created.

To work with workbooks in Excel, you can perform several tasks, including:

Creating a new workbook: To create a new workbook, you can go to the File menu and select New, or use the keyboard shortcut Ctrl+N.

Opening an existing workbook: To open an existing workbook, you can go to the File menu and select Open, or use the keyboard shortcut Ctrl+O.

Saving a workbook: To save a workbook, you can go to the File menu and select Save or Save As, or use the keyboard shortcut Ctrl+S.

Closing a workbook: To close a workbook, you can go to the File menu and select Close, or use the keyboard shortcut Ctrl+W.

Working with Cells: In Excel, a cell is the intersection of a column and a row, and is used to store data. To work with cells in Excel, you can perform several tasks, including:

Entering data into a cell: To enter data into a cell, simply click on the cell and start typing.

Selecting a cell: To select a cell, click on the cell.

Editing the contents of a cell: To edit the contents of a cell, double-click on the cell or press the F2 key.

Formatting a cell: To format a cell, select the cell or range of cells you want to format and go to the Home tab, where you can change the font, font size, font color, cell color, and other formatting options.

Copying and pasting data: To copy data from one cell to another, select the cell or range of cells you want to copy, and press Ctrl+C to copy. Then, select the destination cell and press Ctrl+V to paste.

Moving data: To move data from one cell to another, select the cell or range of cells you want to move, and drag and drop the selection to the new location.

By working with workbooks and cells in Excel, you can create, organize, and manipulate data in a way that is easy to understand and use.

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

Fill Handle is a feature in Microsoft Excel that allows you to automatically fill a series of cells with a pattern or sequence. It is a small black square in the bottom right corner of a selected cell or range of cells, and can be used to fill cells with numbers, dates, text, and formulas.

To use the Fill Handle in Excel, follow these steps:

Select the cell or range of cells that contains the data you want to fill.

Click and drag the Fill Handle in the bottom right corner of the selection to the cells where you want to fill the data.

Release the mouse button to fill the cells with the data.

The Fill Handle is a powerful tool in Excel, and can save you a lot of time when working with data. Some common uses of the Fill Handle include:

Filling a series of numbers: You can use the Fill Handle to fill a series of numbers, such as 1, 2, 3, 4, etc.

Filling a series of dates: You can use the Fill Handle to fill a series of dates, such as every Monday, every other day, etc.

Copying formulas: You can use the Fill Handle to copy a formula from one cell to another, and Excel will automatically adjust the formula to reflect the new cell references.

Filling a series of text: You can use the Fill Handle to fill a series of text, such as days of the week, months of the year, etc.

In summary, the Fill Handle is a useful feature in Excel that allows you to quickly and easily fill a series of cells with a pattern or sequence, saving you time and effort when working with data.

**4. Give some examples of using the fill handle.**

Sure, here are some examples of using the fill handle in Excel:

Filling a series of numbers: You can use the fill handle to quickly fill a series of numbers in a column or row. For example, you can enter "1" in a cell, drag the fill handle down or across to create a series of numbers, such as 2, 3, 4, and so on.

Filling a series of dates: You can use the fill handle to quickly fill a series of dates in a column or row. For example, you can enter "1/1/2022" in a cell, drag the fill handle down or across to create a series of dates, such as 1/2/2022, 1/3/2022, and so on.

Filling a formula: You can use the fill handle to quickly copy a formula across a range of cells. For example, if you have a formula in cell A1 that calculates the sum of cells B1 and C1, you can drag the fill handle down or across to copy the formula to cells A2, A3, and so on, with the formula automatically adjusting for each row or column.

Filling a series of weekdays: You can use the fill handle to quickly fill a series of weekdays in a column or row. For example, you can enter "Monday" in a cell, drag the fill handle down or across to create a series of weekdays, such as Tuesday, Wednesday, and so on.

Filling a series of text or values: You can use the fill handle to quickly fill a series of text or values in a column or row. For example, you can enter "North" in a cell, drag the fill handle down or across to create a series of values, such as "South", "East", and "West".

These are just a few examples of how you can use the fill handle in Excel. It is a versatile tool that can help you save time and effort when working with data.

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

Flash Fill is a feature in Microsoft Excel that automatically fills in values based on patterns it recognizes in your data. For example, if you have a column of names in the format "First Last" and you want to split them into separate columns for first and last name, Flash Fill can automatically do this for you.

To use Flash Fill in Excel, you can follow one of these ways:

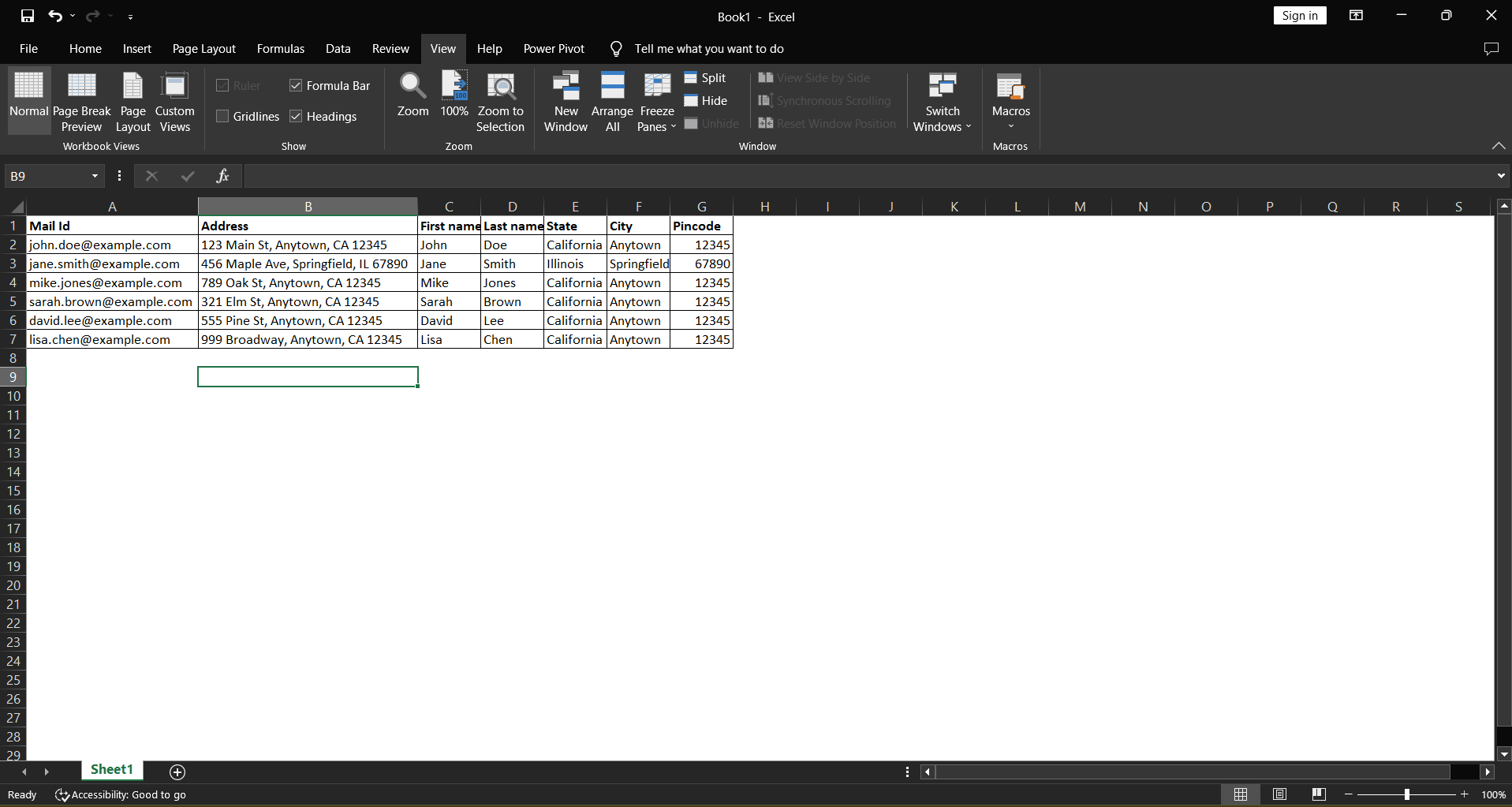
Automatic Flash Fill: This method will activate the Flash Fill automatically based on a pattern it recognizes in the data. After entering an example in the first cell of the column, Excel will recognize the pattern and automatically fill in the remaining cells. To use this method, simply start typing in the cell adjacent to the data you want to transform, and Excel will suggest the Flash Fill action to take.

Using the Flash Fill button: If automatic Flash Fill doesn't work or you want more control over the transformation, you can use the Flash Fill button. To do this, start typing the desired result in the adjacent cell of the first row of data, then press Ctrl + E or click the Flash Fill button on the Data tab. Excel will fill in the remaining cells based on the pattern it recognizes.

Using the keyboard shortcut: You can use the keyboard shortcut Ctrl + E to access Flash Fill quickly. To use this method, start typing the desired result in the adjacent cell of the first row of data, and then press Ctrl + E. Excel will fill in the remaining cells based on the pattern it recognizes.

Using the context menu: You can also access Flash Fill by right-clicking on the cell that you want to transform and selecting Flash Fill from the context menu.

**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.**

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