**Excel Assignment - 8**

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.

Benefits of Autocomplete

* It speeds up data entry. AutoComplete can speed up data entry by suggesting the rest of the word or phrase based on the data in the cells above or to the left of the active cell. ...
* Reduces errors. ...
* Improves consistency.

1. Explain working with workbooks and working with cells.

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

While Cells are the boxes you see in the grid of an Excel worksheet, each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location. This cell is in column D and row 5, so it is cell D5.

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

he 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.

Fill Handle is a feature in Excel that **enables you to auto-complete a list in a row/column by simply dragging it** using your mouse.

1. Give some examples of using the fill handle.

Fill Handle' is a tool that you can use to autocomplete lists in Excel. For example, 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.

1. 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, Pinc

