ADVANCE EXCEL ASSIGNMENT 8

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

   AutoComplete is the automatic filling in of your text when you start typing and is switched on by default. Every time you start typing in a cell, all the entries in the same column of the current region are scanned and as each character is typed, any possible matches are automatically highlighted. When you repeat list entries, Excel intuitively suggests entries based on the first few characters you type. You can either accept the suggestion or continue overtyping.

   Benefits:

   It decreases the amount of time spent typing repetitive words and phrases.

   AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors.

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

   ## WORKBOOKS

   Whenever you save an Excel file to your computer, or save it using any other method, it's saved as a workbook. A workbook is made up of worksheets. In other words, worksheets are stored in workbooks, and workbooks are the files that you actually save. You use worksheets to store, manipulate, and display data.

   Whenever you open a blank workbook, there is one worksheet created in it by default.
   When you open a workbook, you see the worksheets. If there's more than one worksheet in a workbook, all worksheets will be marked by sheet tabs at the bottom of the worksheet area.

   Individual worksheets within the workbook may be opened by clicking on the Sheet Tabs at the bottom of the spreadsheet screen.

   Renaming Worksheets:

   The default names that MS Excel 2013 assigns worksheets are Sheet 1, Sheet 2, Sheet 3, etc. However, you can rename the worksheets. Let's rename Sheet 1 for this example. The easiest way to rename a sheet is to move the arrow over the sheet you want to rename, and then right click on it with your mouse. Select Rename. You can type in the new name. When you're finished, click in the worksheet area.

   Adding Worksheets:

   To add a worksheet, go to the Sheet Tabs. Click the plus sign (+) that's to the right of the last worksheet.

   Deleting Worksheets:

   To delete a worksheet, go to the Sheet Tabs, select the worksheet that you want to delete, right click, and select Delete.

   Hiding Worksheets:

   Hiding a worksheet allows you to remove it from view of others or simply get it out of your way. When you hide a worksheet, you or anyone else accessing the file will not be able to see it. There

will not be a Sheet Tab for it. You'll have to unhide it to be able to view it again. First, select the worksheet you want to hide by clicking on its tab. Next, click on the Home tab and go to the Cells group. Click Format. Select Hide and Unhide from the Visibility group in the drop-down menu, then Hide Sheet.

Unhide a Worksheet:

To unhide a worksheet so that you may view it again, follow the same steps as you took to hide the worksheet, except this time select Unhide Sheet.

CELLS

The primary storage unit for data in a worksheet is a rectangular-shaped cell arranged in a grid pattern in every sheet. Individual cells of data are identified and organized using the vertical column letters and horizontal row numbers of a worksheet, which create a cell reference, such as A1, D15, or Z467.

Rows run horizontally across the worksheet ranging from **1 to 1048576**. A row is **identified by the number on the left side** of the row, from where the row originates.

Insert a Row in Excel:

Select and right-click on the cell within the row where you want to insert a new row. The dialog box will be displayed. Choose Insert. The insert dialog box will appear. Choose the 'Entire row'. It will insert a new row at the top of your selected cell.

Delete a Row in Excel:

Select any cell within the row that you need to delete. Right click on the cell. The dialog box will be displayed. Choose Delete. The Delete dialog box will appear. Choose the 'entire row' option. The entire row will be immediately deleted.

Columns run vertically downward across the worksheet ranging from **A to XFD (in total 16384 columns)**. A column is identified by a column header on the top of the column, from where the column originates.

Insert a Column in Excel:

Select and right-click on the cell within the column where you want to insert a new column. The dialog box will be displayed. Choose Insert. The insert dialog box will appear. Choose the 'Entire column'. It will insert a new column at the left of your selected cell.

Select a cell

To perform any operation, i.e., to write, edit, delete, format, the user must first select a cell. Below given are the steps to select a cell in Excel:

With the help of your cursor, click on any cell. Your cell is now selected, and you will notice a rectangular border around the same cell, and the column and the row heading will be highlighted. The cell will remain selected unless and until the user points the cursor to another cell.

Select cell range

Click on the first cell from which to start the selection. Hold and drag your cursor to the last adjoining cells where you want to end the cell range. Once done, release the cursor, and the desired

cell range would be selected. The cell will remain selected unless and until the user points the cursor to another cell.

Cell content

Any data you enter in your Excel worksheet is stored in a cell. Each cell can hold various types of information, including string, numbers, formatting, formulas, and functions.

1. String (Text): Cells can hold string values, unlike alphabets, numbers, and dates.
2. Formatting properties: Cells also include formatting properties that improve the appearance of your cell content. For instance, percentages can be displayed as 0.55 or 55%. You can make the cell content in Bold, Italics, change its font color, font size, or change its background color.
3. Formulas and functions: Cells can include predefined or customized formulas and functions that are helpful in calculations. For example, SUM(A2:A5) will add the number stored in each cell and give you the output.

Insert content to a cell: Click and select the cell where you want to insert the content. Type in the desired data into the selected cell, then click the enter button or move your cursor to another cell. The content will be shown in the cell and the formula bar.

Delete cell content: Click and select the cell. To delete the cell content, press the Delete or Backspace key from your keyboard. If you want to delete multiple cells, select the cell range and press the Delete key.

Delete cell(s): If you delete the content, the cell will remain, and only the content gets omitted, whereas if you delete the cell, the cells below shift up or are shifted left and replace the deleted cell.

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

In Excel, Fill Handle is a tool that auto-fills the rows/columns following the values pattern of the selected cells and creates a list of series. Fill handle is a very small black box always available at the right bottom corner of every cell, and the users just need to click on it and drag it with the help of a mouse or double press on it and it will auto-fill the cells and creates a series based on the values you have in the selected cells.

Fill Handle can be used to auto-fill the cells based on the value you have in the cell(s) in the starting cells from where you want to create a list. The process of using the Fill Handle to auto-fill the list with any kind of value such as numbers, dates, weekdays, and formulas is the same.

4. Give some examples of using the fill handle.

- Example of the fill handle to enter a number series: Enter "1" in cell A1 and "2" in cell A2. After that, drag a box around cells A1 through A2 and then drag the fill handle down as far as you want. These actions make column A have 1, 2, 3, 4, 5 etc., with each cell.
- Another example of the fill handle is to enter "5" in cell A1 and "10" in cell A3. After that, drag a box around cells A1 though A4 and then drag the fill handle down as far as you want. These actions make column A have 5, 10, 15, 20, 25, etc., with spaces between each cell.

- Auto-fill does not work only on the whole numbers, but also for all types like:
    - Date
    - Day
    - Number sequences

  The only requirement in the auto fill is that the pattern should be recognizable.

  In this example, we will look at how dates and days format in the autofill.

  In this example, let's fill two rows for date column i.e., the 3rd and 4th row of the spreadsheet as 01-04-2021 & 02-04-2021 respectively.
  Select the cells from the 3rd row so that it can recognize the patterns.
  After selecting, just drag the cells until where you wanted to auto-fill. It will fill the remaining selected cells with the dates in continuous manner.
  In the same manner, we can fill the days too.

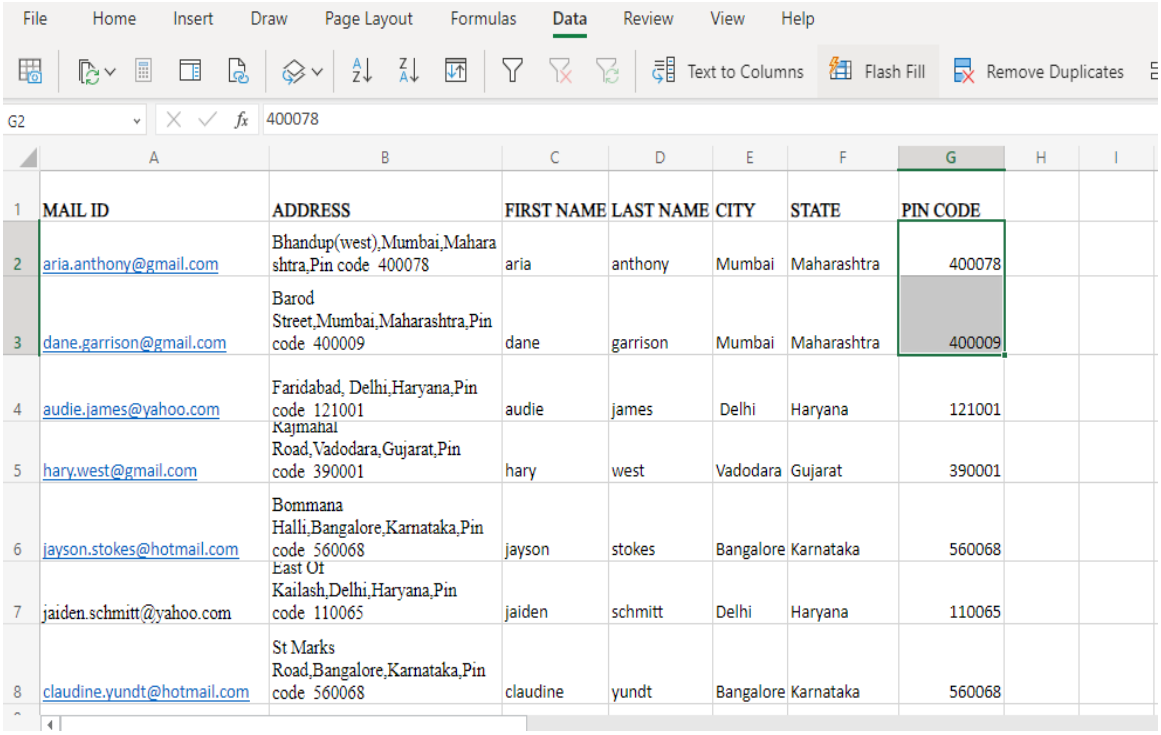
5. Describe flash fill and what the different ways to access the flash fill are.

Flash Fill is a very versatile tool that allows the user to automate their data entry in Excel. 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.

Different ways to access the flash fill are:-

- Keyboard shortcut: You can run Flash Fill with this key combination Ctrl + E
- Usually Flash Fill starts automatically, and you only need to provide a pattern. Here's how: Insert a new column adjacent to the column with your source data. In the first cell of a newly added column, type the desired value. Start typing in the next cell, and if Excel senses a pattern, it will show a preview of data to be auto-filled in the below cells. Press the Enter key to accept the preview.
- Or, the **Flash Fill Options** button is displayed next to the auto-filled cells. Clicking on the options menu button will open the following window:
    - Undo the output of Flash Fill.
    - Select blank cells whose values are not filled by the Flash Fill tool.
    - Select the formatted cells, for instance, to change the formatting of all cells at once.

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, Pin code



	A	B	C	D	E	F	G	H	I
1	MAIL ID	ADDRESS	FIRST NAME	LAST NAME	CITY	STATE	PIN CODE		
2	aria.anthony@gmail.com	Bhandup(west),Mumbai,Maharashtra,Pin code 400078	aria	anthony	Mumbai	Maharashtra	400078		
3	dane.garrison@gmail.com	Barod Street,Mumbai,Maharashtra,Pin code 400009	dane	garrison	Mumbai	Maharashtra	400009		
4	audie.james@yahoo.com	Faridabad, Delhi,Haryana,Pin code 121001	audie	james	Delhi	Haryana	121001		
5	hary.west@gmail.com	Rajmahal Road,Vadodara,Gujarat,Pin code 390001	hary	west	Vadodara	Gujarat	390001		
6	jayson.stokes@hotmail.com	Bommana Halli,Bangalore,Karnataka,Pin code 560068	jayson	stokes	Bangalore	Karnataka	560068		
7	jaiden.schmitt@yahoo.com	East Of Kailash,Delhi,Haryana,Pin code 110065	jaiden	schmitt	Delhi	Haryana	110065		
8	claudine.yundt@hotmail.com	St Marks Road,Bangalore,Karnataka,Pin code 560068	claudine	yundt	Bangalore	Karnataka	560068		