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

Ans :-

Auto Complete feature helps you quickly insert functions and arguments while minimizing typing and syntax errors.

1. Save time
2. Avoid typing mistakes ‘
3. **Explain working with workbooks and working with cells.**

Ans: Workbooks are the worksheets where we have the no of cells. To enter the data.

Cells are the combinations of rows and columns. Provide a Identification which are really useful while compute the formulas.

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

Ans :

Fill handle – Quickly handle formulas into adjacent cells.

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

Ans :- 1. While entering the id no. manually can use the fill handle. Enter the 1st number and use the fill handle to enter the rest nos.

2. For the dates values as well we can use the fill handle

3. We can you the fill handle while doing same functional work.

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

Ans:

Flash fill – Automatically fills the data when it sees the pattern in it. As like Full name then flash will break down into first name and last name.

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 must 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.**

Ans:-

