1. What do you mean by AutoComplete feature in Excel and what are the benefits of using this feature?  
Autocomplete feature in excel helps in quickly typing the function name / value. It will show the available options based on context / what we are typing.   
It will avoid syntax error or human error in typing the function and also reduces the time in filling the name fully.   
  
2. Explain working with workbooks and working with cells.  
  
Working with cells is like working in single worksheet. Workbook is a collection of worksheet. We can create multiple worksheet in workbook. We can perform lookup operations between worksheets / workbooks also.

3. What is fill handle in Excel and why do we use it?  
Fill handle is used to copy the formulas to adjacent cells by dragging the fill handle option.   
We can change the autofill options to have the format which we require.

4. Give some examples of using the fill handle.  
Example for fill handle are :   
Serial no – If we require auto increment numbers  
Applying formula for entire column. – to get the sum of marks obtained by students in all subjects where each subject marks in each column.

5. Describe flash fill and what the different ways to access the flash fill are.  
  
Flash fill will automatically fills the data if it identifies a pattern. eg: It can be used to separate first name and last name.

Different ways to access flash fills are :

* To enable this option, check the Automatically Flash Fill box under Tools > Options > Advanced > Editing Options.
* We can add the data based on pattern in first cell and pressing ctrl+E can autofill the rest of rows.
* We can do it manually on Data > Flash Fill

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  
  
