Excel Assignment - 8

1. What do you mean by AutoComplete feature in Excel and what are the

Benefits of using this feature?

2. Explain working with workbooks and working with cells.

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

4. Give some examples of using the fill handle.

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

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

1. 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: Autocomplete is a feature within Google Search that makes it faster to complete searches that you start to type. Our automated systems generate predictions that help people save time by allowing them to quickly complete the search they already intended to do.

2. 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 rows.

3. The 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.

You can quickly copy formulas into adjacent cells by using the fill handle. When you drag the handle to other cells, Excel will show different results for each cell.

4. 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. lash 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. Note: Flash Fill is only available in Excel 2013 and later.

6.

