

## EXCEL ASSIGNMENT - 8.

Q.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.
- It helps save the time.
  - It is beginner friendly.

Q.2) Explain working with workbooks and working with cells.

- ⇒ - A workbook contains one or more worksheets.
- A worksheet consists of cells in which you can enter and calculate data.
  - The cells are organized into columns & rows.
  - A worksheet is always stored in a workbook.

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

- ⇒ - It helps you 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.

Q.4) Give some examples of using fill handle.

⇒ — 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 action makes column 'A' have 5, 10, 15, 20, 25 etc... with spaces between each cell.

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

⇒ — Flash fill automatically fills your data when it sense 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 2 different columns.

Q.6) Extract first name & last name from the mail id then from the address column, extract city, state, pin code using the flash fill.  
e.g. Mail Id, Address, first name, last name, state, city, pincode!

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