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FSDA Batch 1

Excel Assignments

Assignment 3

Questions

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, Pincode

Answers

1. The AutoComplete feature in Excel allows you to automatically fill in cells with values or text that you have previously entered in the same column or row. This feature can save time and reduce errors by eliminating the need to manually type in repetitive information.
2. Working with workbooks in Excel refers to managing and organizing the different files that make up a workbook. This includes creating new workbooks, saving and opening existing workbooks, and switching between open workbooks. Working with cells refers to the individual cells in a worksheet, which are the basic unit of data in Excel. This includes selecting cells, entering data or formulas into cells, and formatting cells.
3. The fill handle in Excel is a small square that appears in the bottom-right corner of a selected cell or range of cells. It is used to copy or fill a series of cells with a series of values or formulas.
4. Some examples of using the fill handle in Excel include:
 - Filling a series of cells with a series of numbers, such as 1, 2, 3, 4, etc.
 - Filling a series of cells with a series of dates, such as the first day of each month in a year.

- Filling a series of cells with a formula that references other cells, such as =A1+B1 to add the values in cells A1 and B1.

5. Flash Fill is a feature in Excel that allows you to quickly extract or combine data from multiple cells using pattern recognition. There are several ways to access the Flash Fill feature in Excel:

- You can use the Flash Fill button on the Data tab in the Data Tools group.
- You can use the keyboard shortcut Ctrl + E.
- You can start typing the data you want to extract or combine in the target cell, and Excel will automatically suggest using the Flash Fill feature to complete the task.

6. To 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, you can follow these steps:

1. Create the following columns in your worksheet: Mail Id, Address, First name, Last name, State, City, Pincode.
2. In the First name column, type the first name of the first person in the Mail Id column and press Enter.
3. In the next cell in the First name column, type the first name of the second person in the Mail Id column and press Ctrl + E to use the Flash Fill feature. Excel will automatically fill in the first names for the rest of the rows.
4. Repeat the same process to extract the last names from the Mail Id column and the city, state, and pin code from the Address column.