Excel Assignment – 8

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

benefits of using this feature?

Answer:

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.

1. Explain working with workbooks and working with cells.

Answer: Whenever you save an Excel file to your computer, or save it using any other method, it's saved as a workbook. A workbook is made up of worksheets. In other words, worksheets are stored in workbooks, and workbooks are the files that you actually save.

Whenever you open a blank workbook, there is one worksheet created in it by default. In this section, we'll learn all about worksheets and workbooks.

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

Answer: 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.

1. Give some examples of using the fill handle.

Answer: ‘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.
* There are many more situations when a fill handle can automatically detect the pattern and fill the cells.
* You can use fill handle in Excel to autocomplete weekday names. It could either be the three alphabets nomenclature (Mon, Tue…) or the full name (Monday, Tuesday…).

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

Answer: Flash Fill allows you to quickly fill out the information in your sheets by using predictive technology. If you built your sheet well, Excel will be able to help you fill cells with information, sparing precious minutes you’d spend on manually typing everything.

In short, Flash Fill is able to:

* Identify patterns in data and predict the next element.
* Extract data and transform it to match case-sensitive patterns such as addresses, names, emails, and more.
* Combine extracted data with periods, @ symbols, and .com extensions to create the appropriate prediction.

Flash Fill recognizes patterns and predicts the next element in the chain. For example, you can use Flash Fill to quickly fill out first and last names, locations, item names, quantity, and much more. We recommend using Flash Fill in datasheets with a great number of entries.

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 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

Answer: