

que1) What do you mean by the AutoComplete feature in Excel and what are the benefits of using this feature?

AutoComplete is a feature in Excel, with which we can easily fill the remaining columns or rows with the sample data entered in 2 cells. E.g.

If we enter 1 and 2 numbers in 2 cells, by dragging the cells down as required, the remaining cell will be auto filled with remaining numbers.

Benefits of autocomplete:-

- Fills as much as data easily
- Easy to understand and use
- Saves time
- Avoids Spelling errors

que2) Explain working with workbooks and working with cells?

A workbook is a combination of all the cells through which we do calculation of the data, which involves mathematical operations, text operations, preparing charts of the data created, visualising the data, preparing reports etc. Different workbooks are used for different datasets, we can insert as many worksheets within a workbook if required. With the use of a workbook we can do presentation, forecasting, accounting, budgeting and as many operations that are applicable in various industries.

A cell is a small rectangular shaped box which is part of a workbook, in which data is entered, modified, or deleted to perform a calculation. There are a total 17,179,869,184 cells present in a workbook, which are grouped by Columns and rows. Data operations with two or more cells can be used to form a new cell, Like addition of two cells data will get the output in the new cell. Group of cells can form a table to represent the data, also the table can be designed with background colour, font colour, font style and many more. And we can also print the table containing a group of cells, where the output of the print shows only a plain background or a table margin structure.

que3) What is a fill handle in Excel and why do we use it?

Fill handle is used to copy the formula to the adjacent cells when we are handling the arithmetic and other operations, in this case the adjacent cells are automatically calculated when we drag for the adjacent cells with the reference cell.

- Ctrl + D is used to fill the Columns
- Ctrl + R is used to fill the Rows

que4) Give some examples of using the fill handle?

- Easy to create the sequence of numbers from 1 to N without typing in all the rows. Just type 1 and 2 in the rows > copy the rows that contain 1 and 2 > Drag the mouse down till the sequence you needed.
- This also works for months, weeks as we type the first month and drag the mouse automatically all the months will be filled.
- Also works for the same text or number that needs to be filled below rows. Eg. to fill a name for the next 20 rows or 20 columns.

que5) Describe flash fill and what the different ways to access the flash fill are.

Flash fill is used to automatically fill the data when the pattern is matched, E.g. in column A contains some names, we want to copy the names to the next column, in such case if we type some letters of the name, the pattern automatically creates for another cell and it will be filled.

- Ctrl + E

que6) 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

	A	B	C	D	E	F	G
1	Mail Id	Address	First Name	Last Name	State	City	Pincode
2	kishore.kumarys.98@gmail.com	34 6th street Kr puram Bangalore Karnataka 560036	kishore	kumar	Bangalore	Karnataka	560036
3	Arun.bavish@gmail.com	1/2 7 main shivajinagar Bangalore Karnataka 560051	Arun	bavish	Bangalore	Karnataka	560051
4	rakesh.joshi@gmail.com	25 12th street yeshvanthpur Bangalore Karnataka 560022	rakesh	joshi	Bangalore	Karnataka	560022
5	nithya.kumar@gmail.com	16 1st main narasapura road Kolar Karnataka 563133	nithya	kumar	Kolar	Karnataka	563133
6	adithya.roy@gmail.com	9 4th street yelankha Bangalore Karnataka 560063	adithya	roy	Bangalore	Karnataka	560063
7	harley.saga@gmail.com	2/4 5th main alaganchi Mysore Karnataka 571119	harley	saga	Mysore	Karnataka	571119
8	pavan_kumar@gmail.com	13 6th street perambur Chennai Tamil_Nadu 600011	pavan	kumar	Tamil	Tamil_Nadu	600011
9	sarah.arjun@gmail.com	7 12th stret jp nagar Mysore Karnataka 570011	sarah	arjun	Mysore	Karnataka	570011
10	ram.chandar@gmail.com	4 8th main road Industrial area Hosur Tamil_Nadu 635126	ram	chandar	Tamil	Tamil_Nadu	635126