

Advance Excel Assignment 8 iNeuron

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

Ans: AutoComplete helps us to quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows us available options based on context, and we choose what we want to insert into our formula. Autofill covers anything from dates, days of the week, to months of the year and more... Excel will automatically fill in the series. this can save so much time and reduce data entry errors. For example, I want to create a quick timetable with the days of the week using Autofill.

2. Explain working with workbooks and working with cells.

Ans: An Excel file, often referred to as a workbook, contains one or more spreadsheets, or **worksheets**. Each box in the worksheet area is referred to as a **cell**. Each cell has a cell address, which is composed of a column reference and a row reference. The letters across the top of the worksheet make up the column reference. The numbers down the left side of the worksheet make up the row reference. For example, the address of the top, leftmost cell is A1. This is because the cell is located at the intersection of the A column and row 1.

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

Ans: Fill Handle is a feature in Excel that enables us to auto-complete a list in a row/column by simply dragging it using the mouse. we can use the Fill Handle to quickly and easily add data to multiple rows and columns.

4. Give some examples of using the fill handle.

Ans: if we have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, we can simply enter the first two numbers and use the fill handle to do the rest.

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

Ans: Flash Fill automatically fills your data when it senses a pattern.

You can go to Data > Flash Fill to run it manually, or press Ctrl+E. To turn Flash Fill on, go to Tools > Options > Advanced > Editing Options > check the Automatically Flash Fill box.