Ineuron Excel Assignment-8

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

Excel’s Autocomplete feature automatically completes a text entry based on other entries that have already been in a current column.

This feature ensures that entries are identical and saves time on data entry.

You can also use auto complete when entering formulas.

2.Explain working with workbooks and working with cells.

Working with workbooks-An Excel file is called a workbook and each workbook can contain one or more sheets.Group multiple workbooks to minimize clutter and make it easier to switch between them.

Working with cells-Whenever you work with excel,you will enter the information or content into the cells.Cells are the building block of the worksheet.

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

Excel’s fill handle is multipurpose,small black dot or square in the bottom right corner of the active cell that can save you time and effort when it is used to copy the contents of one or more cells to adjacent cells

4.Give some example of using the fill handle.

Examples:using fill handle will,

* Autofill numbers that increment by/decrement by 1.
* Autofill Weekday names.
* Autofill Dates.
* It deduce the pattern to complete the list based on the value in the adjacent cells.

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

Falsh Fill is a data tool in Microsoft Excel that automatically fills your data when it senses a pattern.Flash fill is used to combine,extract or transform data.

Different ways to access FlashFill

* In the cell press ctrl+E
* Using flash fill in the ribbon
* Using flashfill with a context menu.
* Using flashfill with a smart tag.

6.Extract first name and last name from mail id and then frem 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.

