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

**benefits of using this feature?**

AutoComplete is a timesaving feature, it can save lot of time when entering similar information in columns.

**2. Explain working with workbooks and working with cells.**

Shortcut key Ctrl+ N open a new workbook, shift + f11 opens a new sheet in a workbook.

Every cell has a address, use f2 to edit any data in a cell.

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

Fill handle fills data in cells with specific pattern, To use the fill handle, move your mouse pointer to the right bottom corner of the cell; it will change into a tiny + (cross) sign. Drag the cross sign, and if Excel recognizes the pattern, it will autofill the cells with the updated data. Else it will copy the same data in all the dragged cells.

**4. Give some examples of using the fill handle.**

Open your excel spreadsheet and **enter the full week name, i.e., Monday**.

Select the cell and bring your mouse cursor over the bottom-right edge of the rectangle window. You will note the cursor will change to **plus (+) sign**.

Autocomplete the cells with the weekday names by **dragging the cursor down**.

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

Flash Fill automatically fills your data when it senses a pattern. Ctrl+E is shortcut key for flash fill.

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

Use shortcut Ctrl+ E

