

# Excel Assignment - 8

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

Sol: AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors.

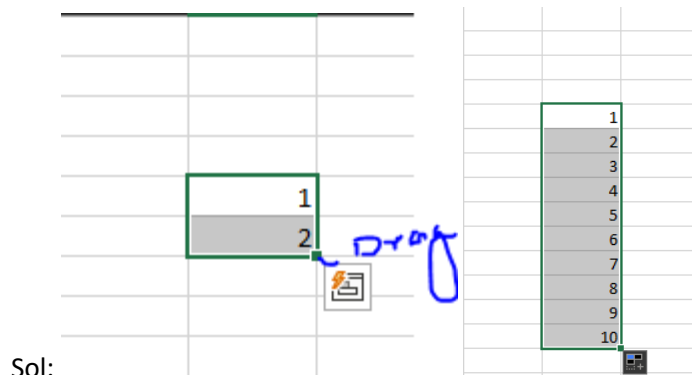
2. Explain working with workbooks and working with cells.

Sol: An Excel file 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.

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

Sol: 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.

4. Give some examples of using the fill handle.



Here to enter Numbers from 1 to 10 Manually , we can type 1 & 2 and then select both and drag till the numbers we want , for eg in this case its till 10.

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

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

In the home tab, under editing, select Fill and then choose Flash fill or you can use **Ctrl +E**.

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.

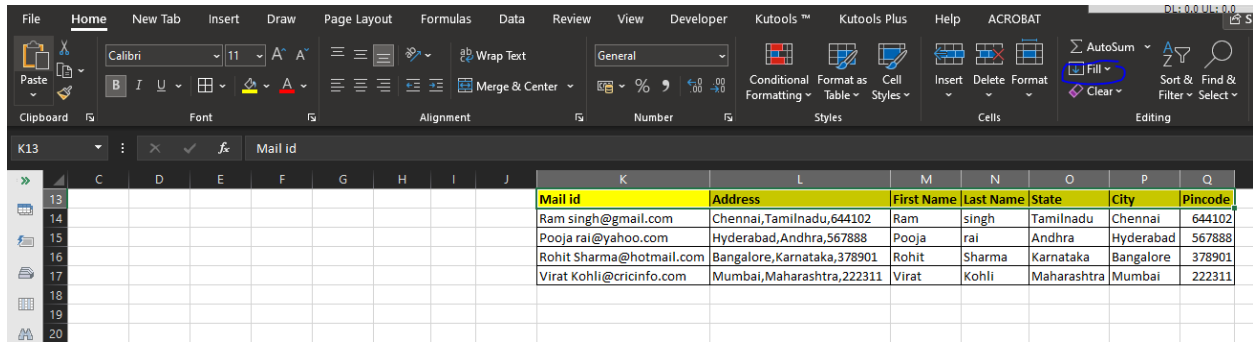
Given below is an example of the columns you have to create. Paste the

screenshot of what you have created using the flash fill command.

Example: Mail Id, Address, First name, Last name, State, City, Pincode

Sol: From Mail ID , we got the First name & Last name , by using Ctrl+E

From Address, we got State, City & Pincode. Screen shot given below:



Mail id	Address	First Name	Last Name	State	City	Pincode
Ram singh@gmail.com	Chennai,Tamilnadu,644102	Ram	singh	Tamilnadu	Chennai	644102
Pooja rai@yahoo.com	Hyderabad,Andhra,567888	Pooja	rai	Andhra	Hyderabad	567888
Rohit Sharma@hotmail.com	Bangalore,Karnataka,378901	Rohit	Sharma	Karnataka	Bangalore	378901
Virat Kohli@cricinfo.com	Mumbai,Maharashtra,222311	Virat	Kohli	Maharashtra	Mumbai	222311