Excel Assignment - 8

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

The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

Benefits of AutoComplete is, AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors.

2. Explain working with workbooks and working with cells.

Working with workbooks and working with cells means the operation that we do with workbook and cells few operations are listed below.

Creating new workbook: Click on File > select New > Select Blank workbook or choose the templates as per the requirement.

Opening Existing workbook: Click on File > select Open > select the required file from local drive or from one drive.

Working with cells:

- copy and paste cell contents.
- cut and paste cell contents.
- drag and drop the cell information.
- using the fill handle to fill cells.

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

Fill Handle' is a tool that you can use to autocomplete lists in Excel. We can quickly copy formulas into adjacent cells by using the fill handle.

When we drag the handle to other cells, Excel will show different results for each cell.

4. Give some examples of using the fill handle.

When we want 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.
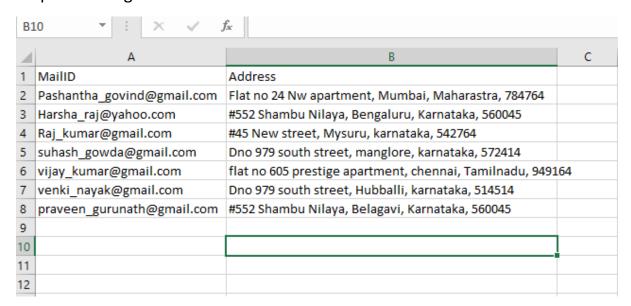
Flash Fill automatically fills our data when it senses a pattern. For example, we can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns. Note: Flash Fill is only available in Excel 2013 and later.

We can go to Data > Flash Fill to run it manually by dragging cell when we **"+"** symbol, or press Ctrl+E.
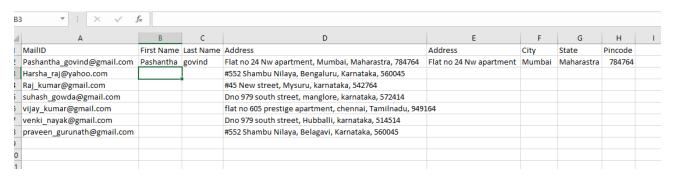
6. Extract first name and last name from the mail id and then from the address column, extract the city, state, and pin code using the flash fill. Given below is an example of the columns you have to create. Paste the screenshot of what you have created using the flash fill command.

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

Step1: Creating Data

	A	B	C
	B10		
1	MailID	Address	
2	Pashantha_govind@gmail.com	Flat no 24 Nw apartment, Mumbai, Maharastra, 784764	
3	Harsha_raj@yahoo.com	#552 Shambu Nilaya, Bengaluru, Karnataka, 560045	
4	Raj_kumar@gmail.com	#45 New street, Mysuru, karnataka, 542764	
5	suhash_gowda@gmail.com	Dno 979 south street, manglore, karnataka, 572414	
6	vijay_kumar@gmail.com	flat no 605 prestige apartment, chennai, Tamilnadu, 949164	
7	venki_nayak@gmail.com	Dno 979 south street, Hubballi, karnataka, 514514	
8	praveen_gurunath@gmail.com	#552 Shambu Nilaya, Belagavi, Karnataka, 560045	
9			
10			
11			
12			

Step2: Initiating the pattern

	A	B	C	D	E	F	G	H	I
	MailID	First Name	Last Name	Address	Address	City	State	Pincode	
	Pashantha_govind@gmail.com	Pashantha	govind	Flat no 24 Nw apartment, Mumbai, Maharastra, 784764	Flat no 24 Nw apartment	Mumbai	Maharastra	784764	
	Harsha_raj@yahoo.com			#552 Shambu Nilaya, Bengaluru, Karnataka, 560045					
	Raj_kumar@gmail.com			#45 New street, Mysuru, karnataka, 542764					
	suhash_gowda@gmail.com			Dno 979 south street, manglore, karnataka, 572414					
	vijay_kumar@gmail.com			flat no 605 prestige apartment, chennai, Tamilnadu, 949164					
	venki_nayak@gmail.com			Dno 979 south street, Hubballi, karnataka, 514514					
	praveen_gurunath@gmail.com			#552 Shambu Nilaya, Belagavi, Karnataka, 560045					

Step3: Pressing Ctrl + E to get data.

	A	B	C	D	E	F	G	H	I
1	MailID	First Name	Last Name	Address	Address	City	State	Pincode	
2	Pashantha_govind@gmail.com	Pashantha	govind	Flat no 24 Nw apartment, Mumbai, Maharastra, 784764	Flat no 24 Nw apartment	Mumbai	Maharastra	784764	
3	Harsha_raj@yahoo.com	Harsha	raj	#552 Shambu Nilaya, Bengaluru, Karnataka, 560045	#552 Shambu Nilaya	Bengaluru	Karnataka	560045	
4	Raj_kumar@gmail.com	Raj	kumar	#45 New street, Mysuru, karnataka, 542764	#45 New street	Mysuru	karnataka	542764	
5	suhash_gowda@gmail.com	suhash	gowda	Dno 979 south street, manglore, karnataka, 572414	Dno 979 south street	manglore	karnataka	572414	
6	vijay_kumar@gmail.com	vijay	kumar	flat no 605 prestige apartment, chennai, Tamilnadu, 949164	flat no 605 prestige apartment	chennai	Tamilnadu	949164	
7	venki_nayak@gmail.com	venki	nayak	Dno 979 south street, Hubballi, karnataka, 514514	Dno 979 south street	Hubballi	karnataka	514514	
8	praveen_gurunath@gmail.com	praveen	gurunath	#552 Shambu Nilaya, Belagavi, Karnataka, 560045	#552 Shambu Nilaya	Belagavi	Karnataka	560045	
9									
10									
11									