Assignment - 8

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

benefits of using this feature?

Ans.

AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

Benefits of AutoComplete:

Autocomplete, or word completion, is a feature in which an application predicts the rest of a word a user is typing.

2. Explain working with workbooks and working with cells.

Answer.

A workbook is a file that contains one or more worksheets to help you organize data. You can create a new workbook from a blank workbook or a template.

 A workbook is the name given to an Excel file and contains one or more worksheets.

working with cells:

To select more than one adjoining cell, left-click one of the cells, drag the cursor until all of the cells are selected, and release the mouse button. The copied cell will stay selected until you perform your next task, or you can double-click the cell to deselect it

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

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.

Use of fill handle:

Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse

4. Give some examples of using the fill handle.

Answer.

Select the cell with the formula and the adjacent cells you want to fill. Click Home > Fill, and choose either Down, Right, Up, or Left.

Example of the fill handle is to enter "5" in cell A1 and "10" in cell A3. After that, drag a box around cells A1 though A4 and then drag the fill handle down as far as you want. These actions make column A have 5, 10, 15, 20, 25, etc., with spaces between each cell.

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

Answer.

Flash Fill automatically fills your data when it senses a pattern. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns.

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.

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

Answer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mail Id | Address | First Name | Last name | state | City | Pincode |
| [raja.gupta@gmail.com](mailto:raja.gupta@gmail.com) | Asansol,WB,713301 | raja | gupta | WB | Asansol | 713301 |
| [raja.gupta3571@gmail.com](mailto:raja.gupta3571@gmail.com) | Durgapur,MH,713302 | raja | gupta3571 | MH | Durgapur | 713302 |
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