**Excel 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. Excel has a feature that helps you automatically enter data. If you are entering a predictable series (e.g. 1, 2, 3…; days of the week; hours of the day) you can use the AutoFill command to automatically extend the sequence.**

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

**ANS-A workbook is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which you can enter and calculate data. And a cell is a rectangular area formed by the intersection of a column and a row**.

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

**ANS-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. A basic understanding of fill handle in Excel could save you some time and make you more productive.**

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

**ANS-Relative references in excel are used when we want the references to change incrementally while using the fill handle. For example, if we use =sum(A1,B1) and the fill handle, the next cell below this would be =sum(A2,B2), and so on.**

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

**ANS-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**

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

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