1)What do you mean by AutoComplete feature in Excel and what are the benefits of using this feature?
The AutoComplete feature in Excel is a time-saving tool that predicts and suggests the remaining charact ers or values in a cell based on the initial text or value that is entered. When a user types the first few lette rs of a word or value, Excel's AutoComplete feature automatically suggests a list of possible matches that have been previously used in the same column.

The benefits of using the AutoComplete feature in Excel include:

-Saves time: AutoComplete helps to quickly fill in repetitive or similar data in a column without having to ty pe the same text repeatedly.
-Reduces errors: AutoComplete helps to avoid spelling errors, typo mistakes, and other data entry mistak es by predicting the remaining text based on previously entered data.
-Increases efficiency: With the help of AutoComplete, users can quickly enter data in a column without ha ving to remember every possible value or type it manually.
-Consistency: AutoComplete ensures consistency in data entry by suggesting previously used values, ma king it easier to maintain a standard format for data entry.
-Easy to use: The AutoComplete feature is easy to use and requires no special training or expertise. User s can simply start typing in a cell, and Excel will suggest the remaining text based on the entered value.

2)Explain working with workbooks and working with cells.
-Working with Workbooks:
A workbook in Excel is a file that contains one or more worksheets. To work with workbooks in Excel, you can perform the following actions:

-Create a new workbook: To create a new workbook, click on the "New Workbook" button on the Home ta b or press the "Ctrl + N" key combination.
-Open an existing workbook: To open an existing workbook, click on the "Open" button on the Home tab o r press the "Ctrl + O" key combination.
-Save a workbook: To save a workbook, click on the "Save" button on the Home tab or press the "Ctrl + S " key combination.
-Close a workbook: To close a workbook, click on the "Close" button on the File tab or press the "Ctrl + W " key combination.
-Move or copy worksheets: To move or copy worksheets within a workbook, right-click on the sheet tab a nd select the "Move or Copy" option from the context menu.

-Working with Cells:
Cells are the basic units of a worksheet in Excel, and they contain data or formulas. To work with cells in Excel, you can perform the following actions:

-Enter data or formulas: To enter data or formulas in a cell, click on the cell and start typing. Press the "En ter" key to move to the next cell.
-Select cells: To select one or more cells, click on the cell or drag the mouse over the cells you want to sel ect.
-Format cells: To format cells, right-click on the cell and select the "Format Cells" option from the context menu.
-Copy or move cells: To copy or move cells, select the cells, right-click on the selection and choose "Copy " or "Cut". Then, click on the destination cell, right-click and choose "Paste".
-Delete cells: To delete cells, select the cells you want to delete, right-click and choose "Delete". You can choose to delete the cells or shift the cells up, left or right.
-Merge cells: To merge cells, select the cells you want to merge, right-click and choose "Merge Cells".

3)What is fill handle in Excel and why do we use it?
The fill handle in Excel is a small square in the bottom right corner of a selected cell or range of cells. The fill handle is used to quickly fill data or formulas into adjacent cells based on the contents of the selected cell.

To use the fill handle, first, select the cell(s) that contain the data or formula you want to copy. Then, click and drag the fill handle in the direction you want to fill the adjacent cells. The fill handle will automatically copy the contents of the selected cell(s) to the adjacent cells.

The fill handle can be used in a variety of ways, including:

Copying data: You can use the fill handle to quickly copy data from one cell to adjacent cells. For example, if you have a list of dates in one cell, you can use the fill handle to quickly fill in the rest of the dates in the adjacent cells.

Filling a series: You can use the fill handle to quickly fill in a series of numbers, dates, or text. For example, if you have a list of numbers that increase by 1, you can use the fill handle to quickly fill in the rest of the numbers in the adjacent cells.

Copying formulas: You can use the fill handle to quickly copy formulas from one cell to adjacent cells. Excel will automatically adjust the formula references to the correct cells as it is copied.

4)Give some examples of using the fill handle.
Filling a series of numbers or dates: You can use the fill handle to quickly fill a series of numbers or dates in adjacent cells. For example, if you want to create a series of numbers from 1 to 10, you can enter "1" in the first cell, select the cell, and drag the fill handle down to fill the remaining cells.

Copying formulas: You can use the fill handle to quickly copy formulas to adjacent cells. For example, if you have a formula in cell A1 that calculates the sum of the values in cells B1 and C1, you can select cell A1, drag the fill handle down to copy the formula to the rest of the cells in the column, and Excel will automatically adjust the formula references for each row.

Filling a pattern: You can use the fill handle to fill a pattern in adjacent cells. For example, if you want to fill a pattern of alternating numbers in a column, you can enter the first two numbers, select the cells, and drag the fill handle down to fill the remaining cells.

Copying formatting: You can use the fill handle to copy formatting to adjacent cells. For example, if you have a cell with bold text, you can select the cell, drag the fill handle to copy the formatting to adjacent cells, and Excel will automatically apply the formatting to the new cells.

Creating custom lists: You can use the fill handle to create custom lists in Excel. For example, if you have a list of department names that you use frequently, you can create a custom list by entering the names in a column, selecting the cells, and dragging the fill handle down to create the list. Then, when you type the first few letters of a department name in a cell, Excel will suggest the full name based on the custom list you created.

5)Describe flash fill and what the different ways to access the flash fill are.
Flash Fill is a feature in Excel that automatically fills in values in a column based on patterns it recognizes in adjacent columns. It is a useful tool for quickly formatting and manipulating data without having to use complex formulas or macros.

To use Flash Fill in Excel, you can follow one of these methods:

Automatic Flash Fill: Type a pattern in adjacent columns and Excel will automatically recognize the pattern and suggest the results in the column you are working on. For example, if you have a list of full names in one column and want to separate them into first and last name columns, you can start typing the first name in the adjacent column, and Excel will recognize the pattern and suggest the remaining first names.

Manual Flash Fill: If you prefer to manually specify the pattern, you can use the "Flash Fill" command by t

yping Ctrl+E or by clicking on the "Flash Fill" button on the Data tab of the ribbon. This will fill in the values in the column based on the pattern you specify.

Using the Quick Analysis tool: You can also use the Quick Analysis tool by selecting the cells you want to work with and clicking on the Quick Analysis button that appears in the lower right corner. From there, you can select the "Flash Fill" option to apply the feature.

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

	A	B	C	D	E	F	G	H
1	email	address	first name	last name	state	city	pincode	
2	anisha.chavan@hudl.com	Maharashtra,Mumbai,400069	anisha	chavan	Maharashtra	Mumbai	400069	
3	meghadeshmukh0295@gmail.com	Maharashtra,Mumbai,400070	megha	deshmukh	Maharashtra	Mumbai	400070	
4	nilesh.mohad1405@gmail.com	Maharashtra,Pune,400071	nilesh	mohad	Maharashtra	Pune	400071	
5	rahulgupta111195@gmail.com	Maharashtra,Pune,400072	rahul	gupta	Maharashtra	Pune	400072	
6	mahesh.mane@hudl.com	Maharashtra,Pune,400073	mahesh	mane	Maharashtra	Pune	400073	
7	rajat.juvekar99@gmail.com	Karnataka,Banglalore,400074	rajat	juvekar	Karnataka	Banglalore	400074	
8	deokar.aayush@gmail.com	Karnataka,Mysore,400075	aayush	deokar	Karnataka	Mysore	400075	
9	imrohankore@gmail.com	Maharashtra,Mumbai,400076	rohan	kore	Maharashtra	Mumbai	400076	
10	kirtivan.bavkar@hudl.com	UP,Agra,400077	kirtivan	bavkar	UP	Agra	400077	
11	harsh.bhim@hudl.com	UP,Varanasi,400078	harsh	bhim	UP	Varanasi	400078	
12	virajjoshi@rocketmail.com	Karnataka,Hampi,400079	viraj	joshi	Karnataka	Hampi	400079	