

## ASSIGNMENT-8 SOLUTIONS

1. Microsoft Office Excel completes text entries that you start to type in a column of data - if the first few letters that you type match an existing entry in that column. If you want to stop automatic completion, you can turn this option off.
2. Excel is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text, or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts.

We can put different categories of data in different worksheets and a combination of worksheets are called workbook.

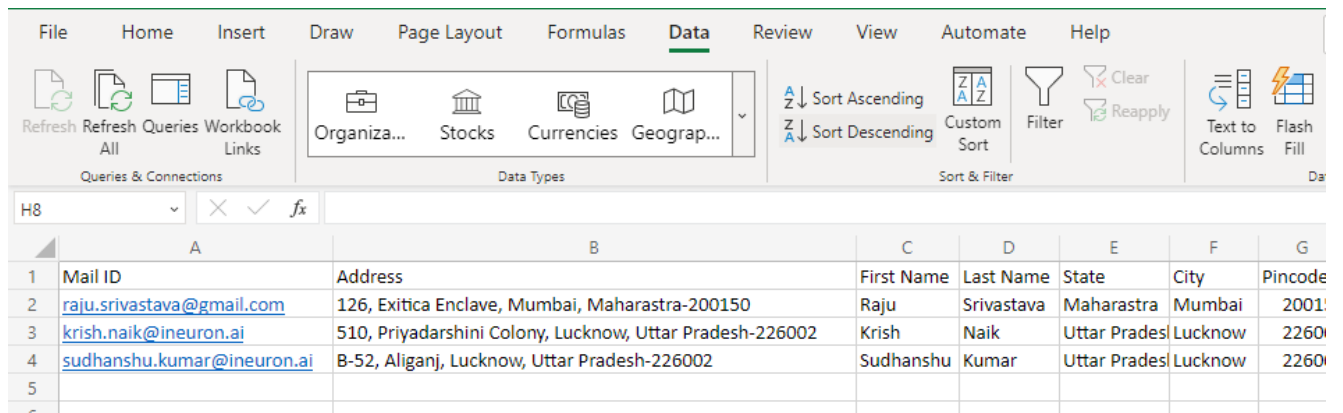
3. Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse.

Here are the steps to use it:

- i) Select the data set.
  - ii) Hover the mouse over the bottom-right edge of the selection, you would see a plus icon appear.
  - iii) Click the left button on the mouse and drag it down. Excel identifies a pattern of the first 2 numbers (an increment of 1) and uses that to fill that entire series.
4. Some examples of using fill handle in excel:
    - i) Autofill Numbers that Increment/Decrement by 1.
    - ii) Autofill Weekday Names
    - iii) Autofill Dates
    - iv) Auto Fill Options
  5. 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.

Different ways to access flash fill are:

- i) Flash Fill will work automatically after entering a few examples if it's enabled in the Excel options.
- ii) Using the Flash Fill command from the ribbon from the data tab.
- iii) Using the Flash Fill Keyboard Shortcut (CTRL+E).
- iv) Using Flash Fill from the Fill Handle.
- v) Adding Flash Fill to the Quick Access Toolbar

6. 

	A	B	C	D	E	F	G
1	Mail ID	Address	First Name	Last Name	State	City	Pincode
2	<a href="mailto:raju.srivastava@gmail.com">raju.srivastava@gmail.com</a>	126, Exitica Enclave, Mumbai, Maharashtra-200150	Raju	Srivastava	Maharashtra	Mumbai	200150
3	<a href="mailto:krish.naik@ineuron.ai">krish.naik@ineuron.ai</a>	510, Priyadarshini Colony, Lucknow, Uttar Pradesh-226002	Krish	Naik	Uttar Pradesh	Lucknow	226002
4	<a href="mailto:sudhanshu.kumar@ineuron.ai">sudhanshu.kumar@ineuron.ai</a>	B-52, Aliganj, Lucknow, Uttar Pradesh-226002	Sudhanshu	Kumar	Uttar Pradesh	Lucknow	226002
5							
6							