

Excel Assignment - 8

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

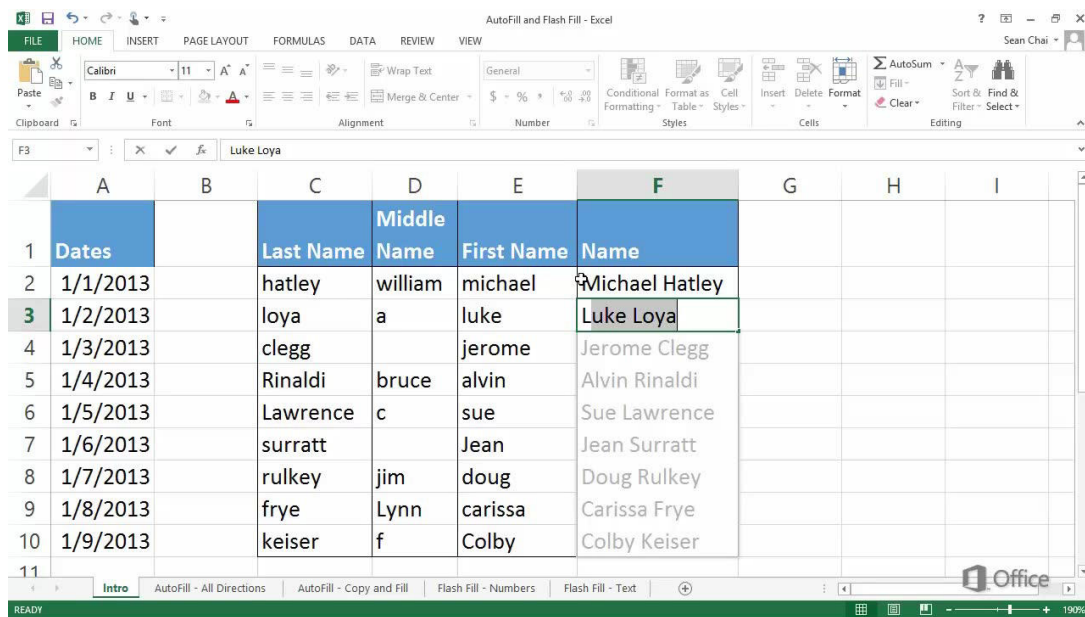
Ans- AutoComplete is built in feature in excel that automatically completes a cell's content based on previously entered values in same column.

When to use AutoComplete

a) For better accuracy in data

b)To save time during analysis

c)Standardization of various organizational practices



AutoFill and Flash Fill - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

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Conditional Formatting Table Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select

F3 Luke Loya

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1	Dates		Last Name	Middle Name	First Name	Name			
2	1/1/2013		hatley	william	michael	Michael Hatley			
3	1/2/2013		loya	a	luke	Luke Loya			
4	1/3/2013		clegg		jerome	Jerome Clegg			
5	1/4/2013		Rinaldi	bruce	alvin	Alvin Rinaldi			
6	1/5/2013		Lawrence	c	sue	Sue Lawrence			
7	1/6/2013		surratt		Jean	Jean Surratt			
8	1/7/2013		rulkey	jim	doug	Doug Rulkey			
9	1/8/2013		frye	Lynn	carissa	Carissa Frye			
10	1/9/2013		keiser	f	Colby	Colby Keiser			
11									

Office

READY

AutoFill - All Directions AutoFill - Copy and Fill Flash Fill - Numbers Flash Fill - Text

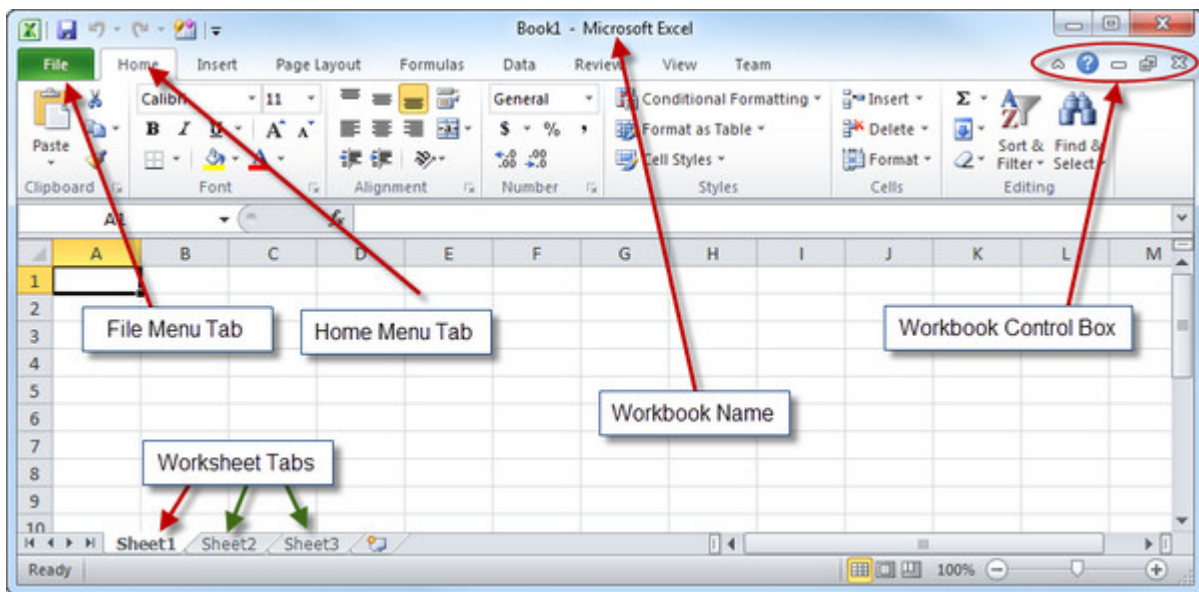
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2. Explain working with workbooks and working with cells.

Ans- Excel workbook is a file which can contain one or more worksheets and can be used to manipulate data.

Steps involved are

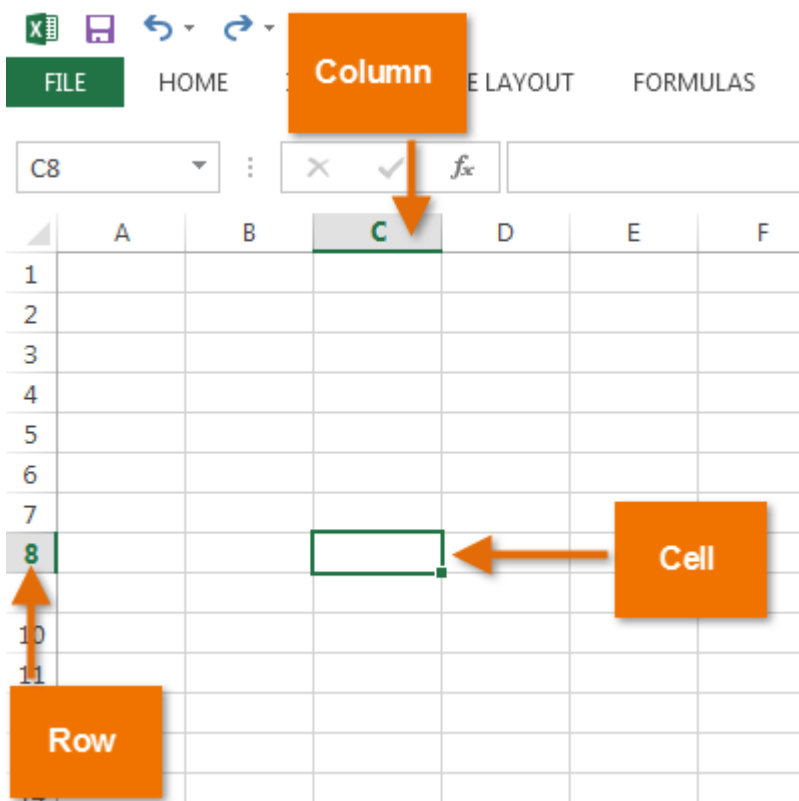
>Create workbook>Open Workbook>Save workbook>Close workbook



Working with cells

Cells are individual rectangular boxes in excel worksheet where we can enter

and manipulate data.



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

Ans- Fill handle in excel is a small square located at bottom right corner of a cell

Purpose of Fill Handle

a)Copying Formula- from above cells to below

b)AutoFilling a Series- to generate series of values


c)Copying Formatting to maintain uniformity across the column

d)Incrementing Values- across the column

Excel interface showing a formula bar with $=C4*D4$ and a table of data.

Color	Qty	Price	Total
Red	12	\$5.75	\$69.00
Blue	8	\$5.00	
Green	11	\$4.75	
Pink	6	\$6.00	
Silver	9	\$6.25	

A yellow arrow points to the bottom-right corner of the 'Total' cell for 'Red', labeled "Fill handle".

EXCELJET 

4. Give some examples of using the fill handle.

Ans- Examples of using fill handle are

a) Copying a formula across the column

b) Auto incrementing values

c) AutoFilling a series

Home

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Data

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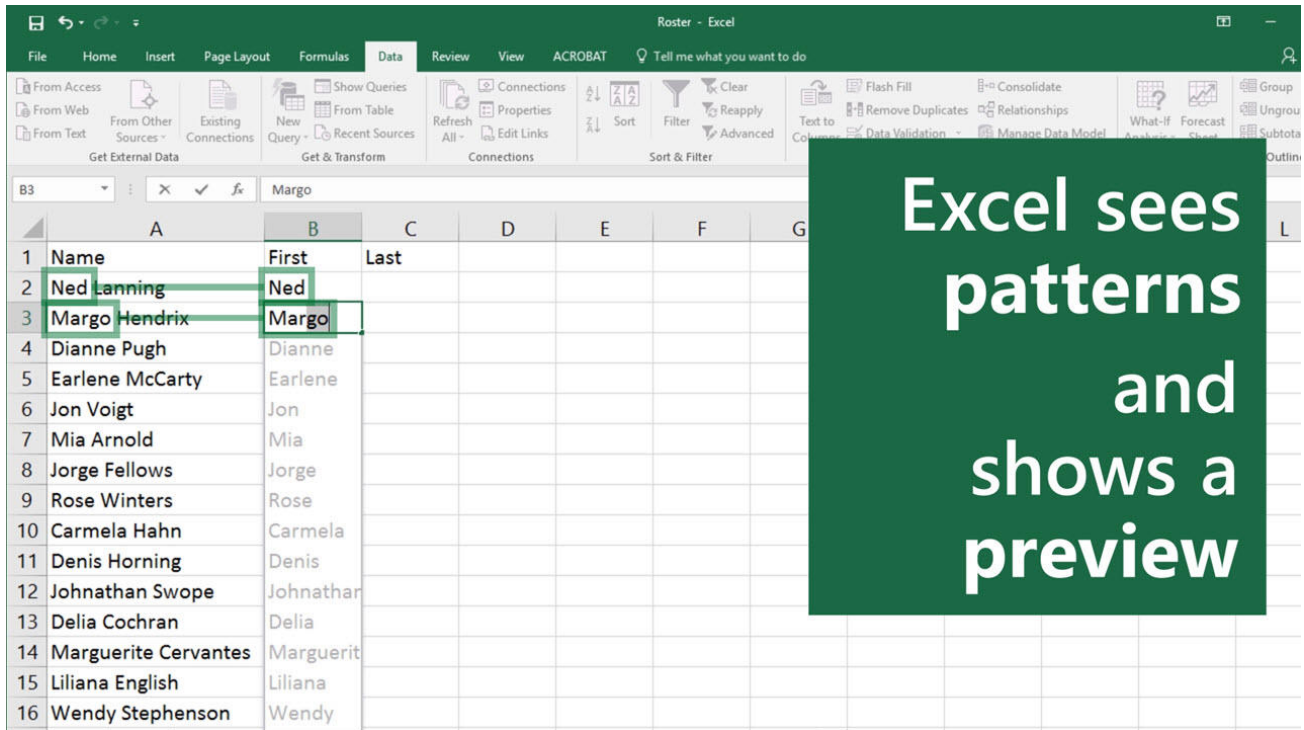
f_x

=SUM(A2:C2)

	A	B	C	D	E	F	G
1	Example A	Example B	Example C	TOTAL			
2	1	2	3	6			
3	4	5	6				
4	7	8	9				
5	10	11	12				
6	13	14	15				
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5. Describe flash fill and what the different ways to access the flash fill are.

Ans- Flash Fill is a feature in excel which automatically extracts and formats a data based on patterns it identifies in a column



Ways to access flash fill are

a) Automatic detection- of patterns by excel

b) Flash Fill Button- located at data tab ribbon

c) Single shortcuts key- Ctrl+E

Flash Fill in Excel

The screenshot illustrates the Excel interface with the **DATA** tab selected. The **Flash Fill** button is highlighted in the **Data Tools** group. Below the ribbon, a spreadsheet is shown with the following data:

	A	B	C
1	First Name	Last Name	Full Name
2	Arjun	Pandit	Arjun-Pandit
3	Andrew	Flintoff	Andrew-Flintoff
4	Surjit	Singh	Surjit-Singh
5	Baldev	Ram	Baldev-Ram
6	Verma	Gopal	Verma-Gopal

A red callout bubble points to the **Flash Fill** button with the text: **Shortcut Key to Apply Flash Fill**. Below this, a green box displays the shortcut key: **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

Ans- First Name extracted

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Mail ID	Address	First Name	Last Name	State	City	Pincode		
2	john.doe@gmail.com	123 Main Street, Los Angeles, California, United States-90001	John						
3	emily.smith@gmail.com	789 Elm Avenue, Houston, Texas, United States-10001	Emily						
4	david.wilson@gmail.com	456 Oak Street, Miami, Florida, United States-77002	David						
5	sarah.jackson@gmail.com	567 Maple Lane, Toronto, Ontario, Canada-33101	Sarah						
6	michael.brown@gmail.com	890 Pine Road, Sydney, New South Wales, Australia-02101	Michael						
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The Excel ribbon shows the 'Data' tab with the 'Flash Fill' button highlighted in the 'Data Tools' group. The status bar at the bottom indicates 'Flash Fill Changed Cells: 4'.

Last Name extracted using flash fill

Project_Plan_Datasets - Excel

File Home New Tab Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Get Data From Text/CSV Recent Sources From Web Existing Connections Refresh Properties All Edit Links Queries & Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Relationships Manage Data Model What-If Analysis Forecast Sheet Group Ungroup Subtotal Outline Share

D3

	A	B	C	D	E	F	G	H	I
	Mail ID	Address	First Name	Last Name	State	City	Pincode		
1									
2	john.doe@gmail.com	123 Main Street, Los Angeles, California, United States-90001	John	Doe					
3	emily.smith@gmail.com	789 Elm Avenue, Houston, Texas, United States-10001	Emily	Smith					
4	david.wilson@gmail.com	456 Oak Street, Miami, Florida, United States-77002	David	Wilson					
5	sarah.jackson@gmail.com	567 Maple Lane, Toronto, Ontario, Canada-33101	Sarah	Jackson					
6	michael.brown@gmail.com	890 Pine Road, Sydney, New South Wales, Australia-02101	Michael	Brown					
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Activate Windows
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Ready Flash Fill Changed Cells: 4

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State extracted using flash fill

Project_Plan_Datasets - Excel

File Home New Tab Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Get Data From Text/CSV Recent Sources From Web Existing Connections Refresh Properties All Edit Links Queries & Connections Sort & Filter Filter Clear Reapply Advanced Text to Columns Flash Fill Remove Duplicates Data Validation Relationships Consolidate Manage Data Model What-If Analysis Forecast Sheet Group Ungroup Subtotal Outline Share

E3 Texas

	A	B	C	D	E	F	G	H	I
1	Mail ID	Address	First Name	Last Name	State	City	Pincode		
2	john.doe@gmail.com	123 Main Street, Los Angeles, California, United States-90001	John	Doe	California				
3	emily.smith@gmail.com	789 Elm Avenue, Houston, Texas, United States-10001	Emily	Smith	Texas				
4	david.wilson@gmail.com	456 Oak Street, Miami, Florida, United States-77002	David	Wilson	Florida				
5	sarah.jackson@gmail.com	567 Maple Lane, Toronto, Ontario, Canada-33101	Sarah	Jackson	Ontario				
6	michael.brown@gmail.com	890 Pine Road, Sydney, New South Wales, Australia-02101	Michael	Brown	New South Wales				
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Ready Flash Fill Changed Cells: 4

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City Extracted

Project_Plan_Datasets - Excel

Sign in

FileHomeNew TabInsertPage LayoutFormulasDataReviewViewDeveloperHelpTell me what you want to doShare

CutCopyPasteFormat PainterClipboard

Calibri12Font

Wrap TextAlignmentMerge & Center

GeneralNumber

Conditional FormattingFormat as TableCell StylesStyles

InsertDeleteFormatCells

AutoSumFillClearEditingSort & Find & FilterSelect

1	Mail ID	Address	First Name	Last Name	State	City	Pincode
2	john.doe@gmail.com	123 Main Street, Los Angeles, California, United States-90001	John	Doe	California	Los Angeles	
3	emily.smith@gmail.com	789 Elm Avenue, Houston, Texas, United States-10001	Emily	Smith	Texas	Houston	
4	david.wilson@gmail.com	456 Oak Street, Miami, Florida, United States-77002	David	Wilson	Florida	Miami	
5	sarah.jackson@gmail.com	567 Maple Lane, Toronto, Ontario, Canada-33101	Sarah	Jackson	Ontario	Toronto	
6	michael.brown@gmail.com	890 Pine Road, Sydney, New South Wales, Australia-02101	Michael	Brown	New South Wales	Sydney	
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TasksSheet1Plan name

ReadyFlash Fill Changed Cells: 4

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11:00 AM25-05-2023

Pin Code Extracted

Project_Plan_Datasets - Excel

File Home New Tab Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Flash Fill Changed Cells: 4

	A	B	C	D	E	F	G	H	I
1	Mail ID	Address	First Name	Last Name	State	City	Pincode		
2	john.doe@gmail.com	123 Main Street, Los Angeles, California, United States-90001	John	Doe	California	Los Angeles	90001		
3	emily.smith@gmail.com	789 Elm Avenue, Houston, Texas, United States-10001	Emily	Smith	Texas	Houston	10001		
4	david.wilson@gmail.com	456 Oak Street, Miami, Florida, United States-77002	David	Wilson	Florida	Miami	77002		
5	sarah.jackson@gmail.com	567 Maple Lane, Toronto, Ontario, Canada-33101	Sarah	Jackson	Ontario	Toronto	33101		
6	michael.brown@gmail.com	890 Pine Road, Sydney, New South Wales, Australia-02101	Michael	Brown	New South Wales	Sydney	2101		
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