Advance Excel Assignment 8

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

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.

Autofill covers anything from dates, days of the week, to months of the year and more…Excel will automatically fill in the series. this can save so much time and reduce data entry errors.

For example, I want to create a quick timetable with the days of the week using Autofill.

1. I start in Excel by using Control + N to open a new blank workbook
2. I type Monday in the first cell. I can use Autofill to complete the days of the week by clicking on Monday and when my cursor turns into a cross (bottom right of the cell), I click and drag across until I have all the days I want and unclick when complete. Excel will show you what it is using to fill the cells too.
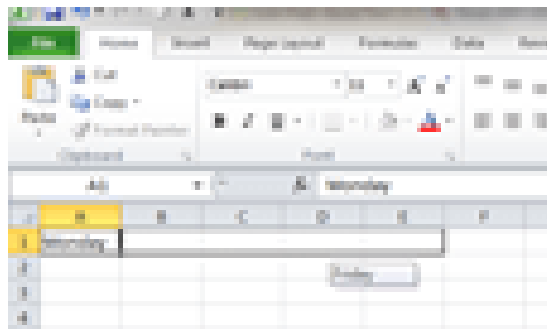
Autofill shows me what it will be adding to the cells I select.
Here is the completed list.

By clicking and dragging across the cells, Autofill has added the days of the week.
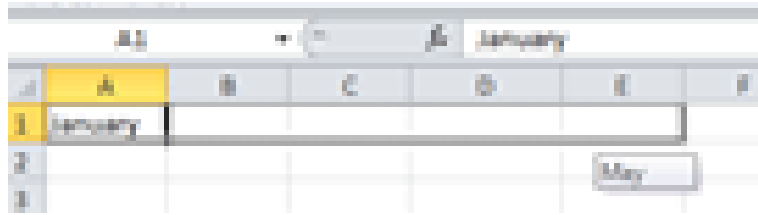
Months of the year added with a click and drag

Months of the year: I can add data quickly such as months of the year, by typing January in one cell, and then clicking on the corner of the cell and dragging to complete the months in the year. In fact, I can type any month, then click and drag, and Autofill will complete the series – useful if you use April as your financial year and complete the series until the following March.

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

Understanding Workbooks and Worksheets

An Excel file, often referred to as a *workbook*, contains one or more spreadsheets, or *worksheets*. Each box in the worksheet area is referred to as a *cell*. Each cell has a *cell address*, which is composed of a *column reference* and a *row reference*. The letters across the top of the worksheet make up the column reference. The numbers down the left side of the worksheet make up the row reference. For example, the address of the top, leftmost cell is A1. This is because the cell is located at the intersection of the A column and row 1.

By default, Excel 2013 opens a new workbook with one blank worksheet. You can add, delete, and rename worksheets within a workbook, as needed.
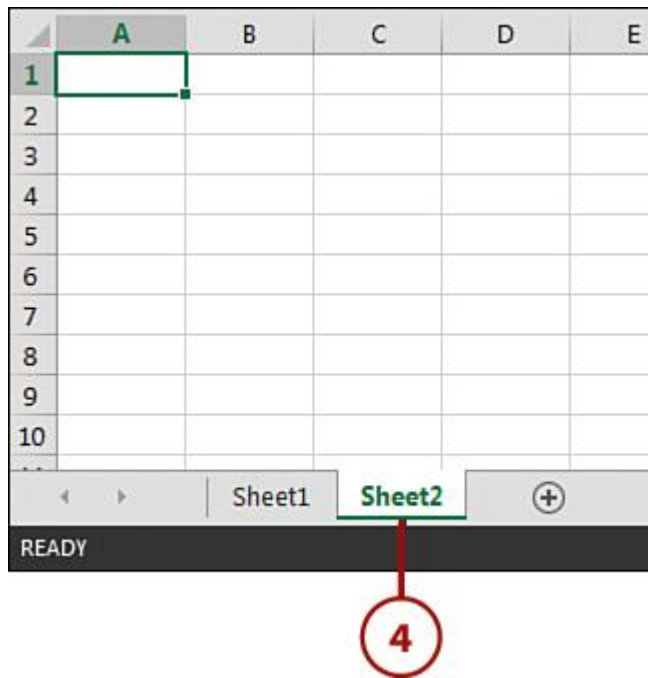
Explore Worksheets

1. Open Excel and open a new Blank workbook.
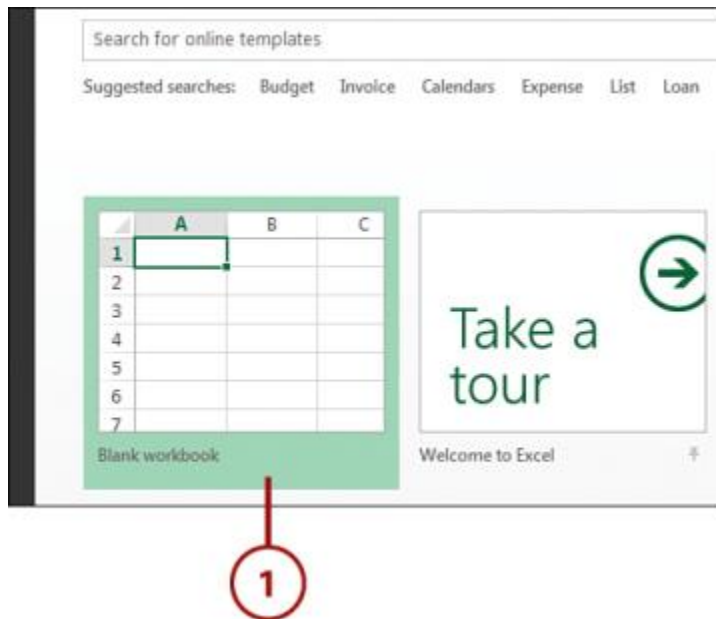
2. The workbook opens with one worksheet called Sheet1. This worksheet contains cells you can use to start entering and editing data.
3. Click the plus icon to add a new worksheet.
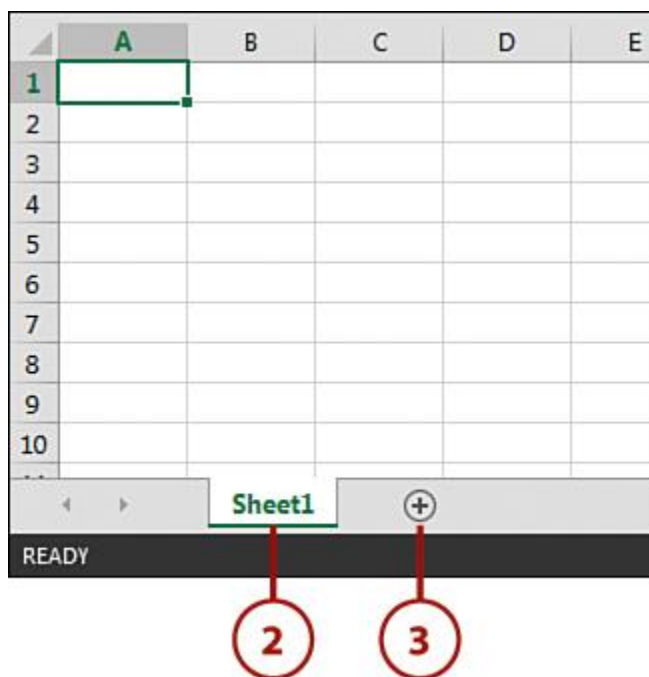
4. The new worksheet is added and named Sheet2. Each time you add a worksheet, Excel gives the worksheet a default name of Sheet XX, where XX is the next sequential number.
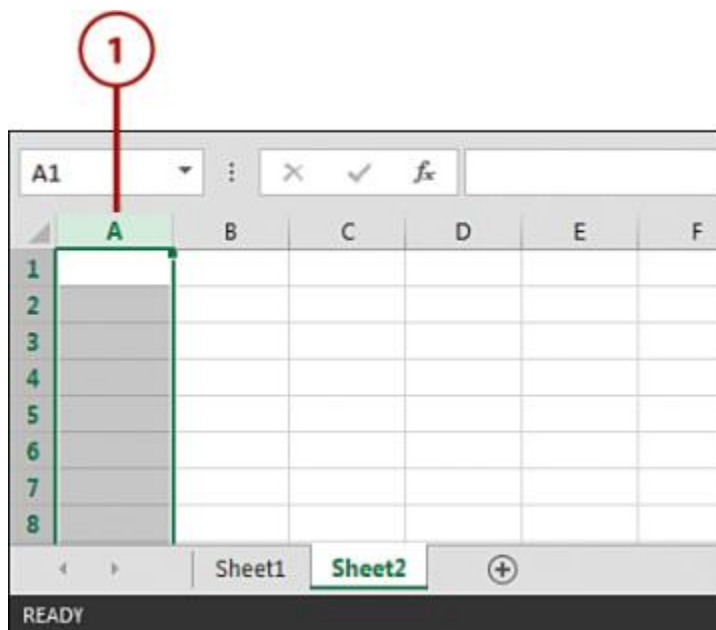
Workbooks and Worksheets in Depth

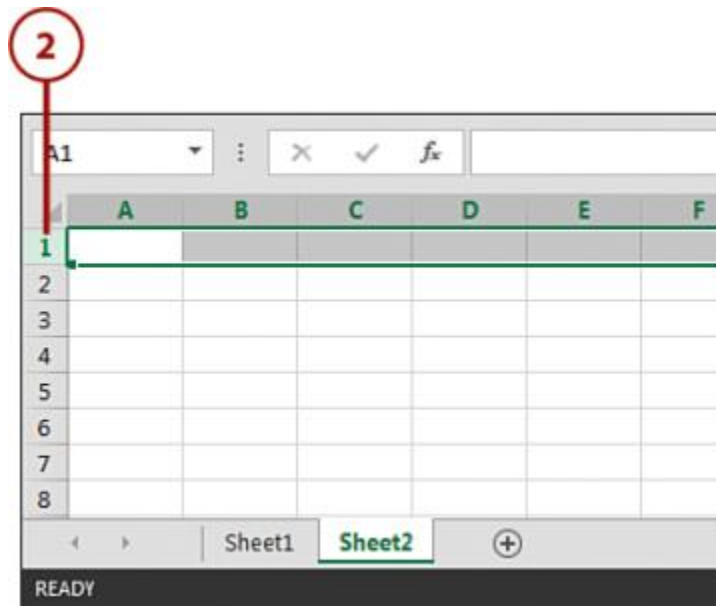You read more about managing workbooks and worksheets in detail in Chapter 2.

Explore Columns, Rows, and Cells

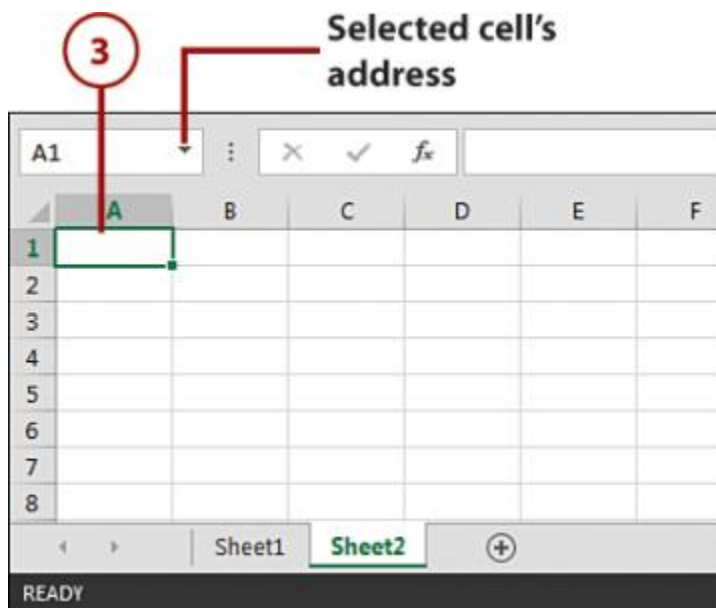1. Click the column reference and observe how the entire column is selected.

Click to view larger image

2. Click the row reference and observe how the entire row is selected.

3. Click the cell intersecting at column A and row 1. You can select a single cell on the worksheet area.

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

In Microsoft Excel, a **fill handle** is a feature to extend (and fill) several numbers, dates, or even text to other cells. In the active cell of the spreadsheet, the fill handle is a small black box at the bottom-right corner, as shown in the image.

Example of using the fill handle

> If you enter the number "1" in cell *A1* and the number "2" in cell *A2*, you could extend that numbering sequence down through as many cells as you want. You can do this by selecting both cells, then clicking the fill handle (the small black box) with the left mouse button. While holding the left mouse down, drag the mouse down the

spreadsheet in column *A*. If you dragged down to cell *A50* and release the mouse button, cells *A1* through *A50* would now be sequentially numbered 1 to 50 without having to type each number individually.

Another 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.

**Excel Fill Handle**

Fill Handle

4. Give some examples of using the fill handle.
Fill handle automatically identifies the format and fills it as per the sequence. Fill handle works by dragging the mouse. This helps the user in saving a lot more time.
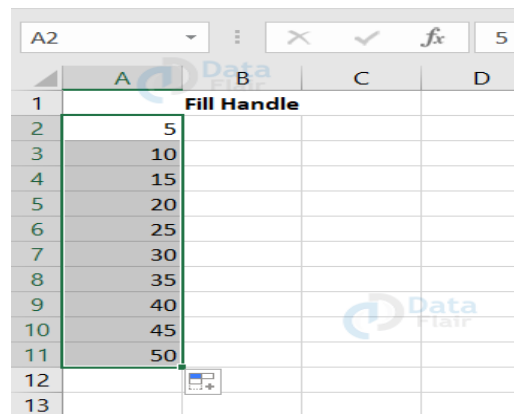
Let's now look at the ways for using the fill handle in MS-Excel
- Using the + symbol for autofill.
- Choose and drag the cells.
- Click on the + symbol.
- Drag the + symbol until which the cells should fill.

Let's look at a sample:
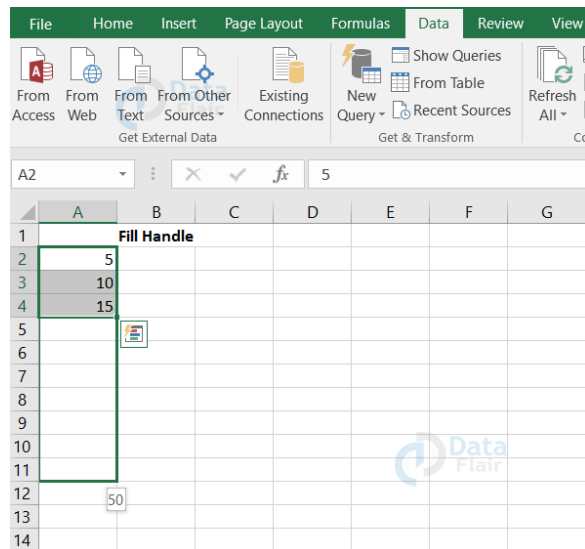
Click on the + symbol and drag until which the autofill should work. In this sample, we are filling until cell number 11 which stops with the value of 50.
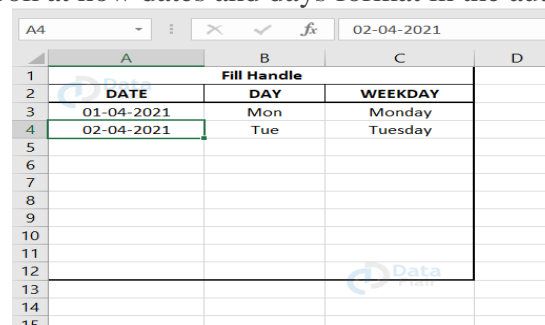

1. Auto-fill in Excel

Auto-fill does not work only on the whole numbers, but also for all types like:
- Date
- Day
- Number sequences

The only requirement in the auto fill is that the pattern should be recognizable.
In this sample, we will look at how dates and days format in the autofill.

In this, we have filled two rows for each heading i.e., the 3rd and 4th row of the spreadsheet. Select the cells from the 3rd row so that it can recognize the patterns.

Look at the red box here. It depicts the selection of two cells in the date column i.e., A column cell.
After selecting, just drag the cells until where you wanted to auto-fill.

Here, we are filing it until A12. It saves much of the user time.
Let's look at the day and weekday sample:

Hope you noticed that the cells are being selected and then just drag the cells until where you wanted to auto-fill.

Here, we are filling it until cell row number 12. Notice the name format in both the cells, when the user enters it as mon, tue.. then the auto fill also fills it up as such and once the user enters it as a full name like monday, tuesday.. then the auto fill automatically fills the columns as such.

Other Options

Now, let's look at the other options available in the icon beside the right edge of the cell.

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

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.

Let's say column A contains first names, column B has last names, and you want to fill column C with first and last names combined. If you establish a pattern by typing the full name in column C, Excel's Flash Fill feature will fill in the rest for you based on the pattern you provide.

1. Enter the full name in cell C2, and press ENTER.

2. Start typing the next full name in cell C3. Excel will sense the pattern you provide, and show you a preview of the rest of the column filled in with your combined text.

3. To accept the preview, press ENTER.

	A	B	C
1	First Name	Last Name	Full Name
2	Jay	Shasthri	Jay Shasthri
3	Pratap	Pillai	Pratap Pillai
4	Madhu	Srivastava	Madhu Srivastava
5	Victoria	Marsh	Victoria Marsh
6	David	Pizarro	David Pizarro

If Flash Fill doesn't generate the preview, it might not be turned on. 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**

Mail Id	First name	Last name	Address
sadanand_sarapure@gmail.com	sadanand	sarapure	#01, XYZ layout, Bangalore, Karnataka-560090
bheemsh_Rao@yahoo.com	bheemsh	Rao	#23, MG road, Pune, Tamila Nadu -7691424
sadanand_sarap@gmail.com			#01, XYZ layout, Bangalore, Andhra-6760090
Veeresh_Rao@yahoo.com			#23, MG road, Pune, Tamil Nadu -4856789
Ramu_krishna@gmail.com			#01, XYZ layout, Hydrabad, Kerala-860091
roppa_Rathore@yahoo.com			#23, MG road, Delhi, Haryana-612345
sadanand_sarapure@gmail.com			#01, XYZ layout, Patna, Goa-360071
bheemsh_Rao@yahoo.com			#23, MG road, Pune, Tamila Nadu -123456