**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. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

2. Explain working with workbooks and working with cells.

Ans:

A workbook is a file that contains one or more worksheets to help you organize data. You can create a new workbook from a blank workbook or a template.

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

Ans:

A fill handle is a tool in Microsoft Excel that allows users to quickly copy formulas or data down a column or across a row. It can be identified by the small black dot at the bottom-right corner of a cell containing data or a formula. When you mouse over the dot, your cursor turns into a plus sign (+)—the fill handle.

4. Give some examples of using the fill handle.

Ans:

For example, if you have one cell with a value you want to apply to 25 other cells, just click and drag on the fill handle and it instantly copies that value over all the cells you select, eliminating time spent manually copying them.

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

Ans:

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.