

Excel Assignment – 8

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

Ans: This feature is helpful when entering data into a worksheet that contains lots of duplicates. With AutoComplete on, when you start typing, it will auto-fill the rest of the information from the context around it, to speed up data entry. Say you're entering the same name, address, or other information into multiple cells.

Shortcut Key: - Alt + Down arrow key

2. Explain working with workbooks and working with cells.

Ans: An Excel file, is also referred 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. Also, the worksheet contains cells you can use to start entering and editing data.

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

Ans: - Fill handle in excel can be defined as, it 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.

4. Give some examples of using the fill handle.

Ans: - Some examples of fill handle are given below:

Number	Serial Number	Date	Month	Days	Series
1	1	01-01-2023	Jan	Mon	8
2	1	02-01-2023	Feb	Tue	16
3	1	03-01-2023	Mar	Wed	24
4	1	04-01-2023	Apr	Thu	32
5	1	05-01-2023	May	Fri	40
6	1	06-01-2023	Jun	Sat	48
7	1	07-01-2023	Jul	Sun	56
8	1	08-01-2023	Aug	Mon	64
9	1	09-01-2023	Sep	Tue	72
10	1	10-01-2023	Oct	Wed	80

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

Ans: - Excel Flash Fill is a special tool that analyses the information we entering and automatically fills data when it identifies a pattern. Shortcut Key:- Ctrl +E