**Assignment 8**

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

**Answer** - AutoComplete enables users to quickly find and select from a pre-populated list of values as they type. It is a feature within Google Search that makes it faster to complete searches that you start to type. The automated systems generate predictions that help people save time by allowing them to quickly complete the search they already intended to do. It also reduces spelling errors.

2. Explain working with workbooks and working with cells.

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| **Answer** - 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.  A worksheet consists of cells in which you can enter and calculate data.  These cells are organized into columns and rows. |
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3. What is fill handle in Excel and why do we use it?

**Answer**: The **Fill handle** is an Excel feature that is used to **fill the data automatically with a specific pattern**. You can extend a series of numbers, dates and text combinations to the desired number of cells. The Fill Handle also enables us to bypass the copy and paste of each value into cells and uses patterns instead of filling out the information. It enables you to auto-complete a list in a row/column by simply dragging it using your mouse on the right down small arrow of the cell.

4. Give some examples of using the fill handle.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| City | Order id | Date | Day | Quantity | First Name | Last Name | Email address |
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| **Copy cells option Used** | **Fill Series Option Used** | **Fill Months Option Used** | **Fill Weekdays Option Used** | **Fill Series Option Used** | **Copy cells option Used** | | **Flash Fill option used (It identified the pattern of the 1st email address entered.** |

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

**Answer***:* Excel Flash Fill is a special tool that analyses the information you are entering and automatically fills data when it identifies a pattern.  Ways to access the flash fill - On the Data tab, in the Data Tools group click Flash Fill **or** Press the Ctrl + E as shortcut.

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** | **State** | **City** | **Pincode** |
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