# Excel Assignment – 8

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

Ans: The AutoComplete feature in Excel is a tool that suggests or completes the entry of text or values based on previous entries in the same column. For example, if you start typing a name in a cell, Excel will suggest names from previously entered cells that start with the same letter(s) as you type.

The benefits of using AutoComplete in Excel include:

1. Time-saving: The feature saves time by reducing the amount of typing required to enter data.

2. Accuracy: It helps to minimize typing errors by suggesting previously used data.

3. Efficiency: With the help of AutoComplete, you can quickly and easily fill in large amounts of data in a worksheet.

4. Consistency: The feature ensures consistent formatting and spelling of data throughout the worksheet.

5. Customization: You can customize the AutoComplete list by adding or removing entries based on your needs.

Overall, the AutoComplete feature in Excel is a useful tool for improving efficiency and accuracy in data entry tasks.

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

Ans: Working with workbooks:

A workbook in Excel is a file that contains one or more worksheets. To work with workbooks in Excel, you can perform the following tasks:

1. Creating a new workbook: To create a new workbook, you can click on the 'File' tab and then select 'New'. You can then select 'Blank Workbook' or choose from various templates.

2. Opening an existing workbook: To open an existing workbook, you can click on the 'File' tab and then select 'Open'. You can then browse to the location where the workbook is saved and select it.

3. Saving a workbook: To save a workbook, you can click on the 'File' tab and then select 'Save' or 'Save As'. You can then choose the location where you want to save the workbook and enter a name for the file.

4. Closing a workbook: To close a workbook, you can click on the 'X' button in the top right corner of the workbook window or select 'Close' from the 'File' tab.

Working with cells:

Cells are the basic building blocks of an Excel worksheet. To work with cells in Excel, you can perform the following tasks:

1. Selecting cells: To select a cell, you can click on it with your mouse. To select multiple cells, you can drag your mouse over the desired cells.

2. Entering data: To enter data in a cell, you can simply click on the cell and start typing. You can also edit the contents of a cell by clicking on it and typing.

3. Formatting cells: To format a cell, you can select it and then choose the desired formatting options from the 'Home' tab. You can change the font, size, color, and other formatting options.

4. Using formulas: To perform calculations in Excel, you can use formulas. To enter a formula in a cell, you can start by typing the equal sign (=) followed by the formula.

5. Sorting data: To sort data in a worksheet, you can select the cells that you want to sort and then choose 'Sort' from the 'Data' tab. You can then select the sorting options that you want.

Overall, working with workbooks and cells in Excel is essential for creating, managing, and analyzing data.

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

Ans: The fill handle in Excel is a small black square located in the bottom right corner of a selected cell or group of cells. The fill handle is used to quickly and easily fill in a series of data or to copy the contents of a cell to adjacent cells.

The fill handle can also be used to copy the contents of a cell to adjacent cells. To do this, you can simply click and drag the fill handle over the cells where you want to copy the data. A fill handle is a useful tool for saving time and increasing productivity in Excel. It can be used to quickly fill in a large amount of data or to copy the contents of a cell to multiple cells. It can also be customized to fill in different types of data, such as dates, months, years, and more.

**4. Give some examples of using the fill handle.**

Ans: When you drag the fill handle across cells, Excel automatically fills in the cells with a series of data based on the pattern of the data in the original cell. For example, if you have a cell with the value "1" and you drag the fill handle across several cells, Excel will automatically fill in the cells with the values "2", "3", "4", and so on.

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

Ans: Flash Fill is a powerful feature in Excel that allows users to quickly separate or combine data in a column into different cells based on a pattern. For example, you can use Flash Fill to extract first names from a column that contains full names or to combine first and last names into a single column.

Flash Fill works by analyzing the data in the cells adjacent to the column you are working with and automatically detecting patterns based on the data. Once a pattern is detected, Excel will display a preview of the results and you can accept or reject the changes.

**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:** Email ID and Address columns

| A | B |
| --- | --- |
| Email ID | Address |
| vishal.chugh@company.com | Maharashtra, Mumbai, 400052 |
| pratik.vasaria@company.com | Gujarat, Ahmedabad, 320008 |
| prathamesh.joshi@company.com | Karnataka, Bangalore, 562129 |
| vallari.shastri@company.com | Maharashtra, Mumbai, 400104 |
| rahul.joshi@company.com | Maharashtra, Mumbai, 400055 |

Extracting the data in first column by using formulas

Extracting first name and last name from mail id:
As the email addresses are in column A, you can use the following formulas in column C and D respectively:
=LEFT(A2,FIND(".",A2)-1)
=RIGHT(LEFT(A2,FIND("@",A2)-1),LEN(LEFT(A2,FIND("@",A2)-1))-FIND(".",A2))

Extracting state, city and pin code from address:
As the addresses are in column B, you can use the following formulas in columns E, F, and G respectively:
=LEFT(B2,FIND(",",B2)-1)
=MID(B2,FIND(",",B2)+2,FIND(",",B2,FIND(",",B2)+1)-FIND(",",B2)-2)
=RIGHT(B2,LEN(B2)-FIND(",",B2,FIND(",",B2)+1)-2)

| A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|
| Email ID | Address | First Name | Last Name | State | City | Pincode |
| vishal.chugh@company.com | Maharashtra, Mumbai, 400052 | vishal | chugh | Maharashtra | Mumbai | 400052 |
| pratik.vasaria@company.com | Gujarat, Ahmedabad, 320008 | | | | | |
| prathamesh.joshi@company.com | Karnataka, Bangalore, 562129 | | | | | |
| vallari.shastri@company.com | Maharashtra, Mumbai, 400104 | | | | | |
| rahul.joshi@company.com | Maharashtra, Mumbai, 400055 | | | | | |

**Note: - After entering formulas, select cell C to G and Paste Special Values to remove the formulas and then use flash fill.**

In Data Tab, under Data Tools Click on Flash Fill and fill the remaining rows
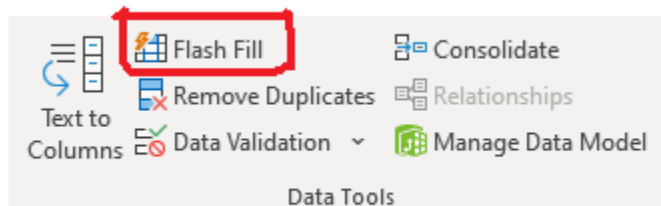


The final output is as follows

| A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|
| Email ID | Address | First Name | Last Name | State | City | Pincode |
| vishal.chugh@company.com | Maharashtra, Mumbai, 400052 | vishal | chugh | Maharashtra | Mumbai | 400052 |
| pratik.vasaria@company.com | Gujarat, Ahmedabad, 320008 | pratik | vasaria | Gujarat | Ahmedabad | 320008 |
| prathamesh.joshi@company.com | Karnataka, Bangalore, 562129 | prathamesh | joshi | Karnataka | Bangalore | 562129 |
| vallari.shastri@company.com | Maharashtra, Mumbai, 400104 | vallari | shastri | Maharashtra | Mumbai | 400104 |
| rahul.joshi@company.com | Maharashtra, Mumbai, 400055 | rahul | joshi | Maharashtra | Mumbai | 400055 |