

## Excel Assignment - 8

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

Auto complete is help s quick insert functions and arrangement while minimizing typing and syntax error.

No boundary to the amount of data that can be saved in a spreadsheet

2. Explain working with workbooks and working with cells.

Any data interred in spreadsheet will be stored in a cell

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

Bypass the copy and paste of each value into cell

4. Give some examples of using the fill handle.

Example first cell 1 and second cell 2 select cell comer right side dragged small symbol auto fill option select fill series coming 3,4,5,6,7 etc

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

First row is first name, second row last name third row full name required got third row, first Colum inter first name and last name next Colum just enter Ctrl + E

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, Pin code

Using of ctrl + E

	sameer,kathavte,581118,hubli,	sameer	kathavate	581118	hubli	
	santhu,dgofnjb,680024,koppla,	santhu	dgofnjgot	680024	koppla	