Assignment 8

Answer 1

The auto complete option helps to complete the entries automatically on the basis of previous based entries.

Which helps in time saving, fast and efficiency.

Answer 2

The workbook , it a file which has multiple worksheet. Open excel select the blank workbook.

Saving workbook- click on save or save as for saving the file

Open workbook- click on file and then select the open option and then open desired file

navigating worksheets- sheets can be navigated from one sheet to another

adding worksheets- sheets can be added by + on workbook.

Cells

We can select the cell by clicking on the cell. Enter the data in cell we can format the data and cells by different formatting options available in excel. We can copy the cells , we can apply different formulas in cells.

Answer 3

Fill handle is square icon o the left corner of the every cell which turns to + when we move cursor to that and with its help we can fill the same data on other cells by just dragging. With this we can fill the data and then we can copy the data and series and formulas by the help of this fill handle.

Answer 4

Copying data.

We can select the cell which we have to copy and then we should move cursor to black square and then we should drag that and copy of data we will be their.

Filling

We can number series like 1,2,3,4,5,6 by the help of the fill handle. Just select the two continuous cells and then we can move fill handle

Copying the formulas

We can copy the formula used in the previous cell by the help of fill handle.

Select the cell in which formula is used and then we can drag the same with fill handle to another blank cell.

Answer5

The flash fill option analyzes the pattern and then fills the options

We can click ctrl+ e to access the flash fill

Answer 6

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