Assignment -8

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

* The AutoComplete feature in Excel automatically fills in cell entries when you start typing something that matches existing entries in the same column.

The benefits are:

* Saves time while typing repeated data.
* Reduces typing errors.
* Useful for filling names, categories, or repeated values.

2. Explain working with workbooks and working with cells.

* A workbook is an Excel file containing one or more worksheets where we can open, save, rename, insert, and delete worksheets in a workbook however Cells are the individual boxes where data is entered where we can enter text, numbers, or formulas. Cells can be formatted, copied, moved, or referenced in formulas.

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

* The Fill Handle is a small square at the bottom-right corner of a selected cell. It is used to copy data or fill a series (like numbers, dates, days) into adjacent cells.

4. Give some examples of using the fill handle.

* Drag to fill series: 1, 2, 3, 4, …
* Drag to repeat text: "Present", "Present", …
* Drag to fill days: Monday, Tuesday, Wednesday, …
* Copy formulas: =A1+B1 gets copied to =A2+B2, =A3+B3, etc.

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

* Flash Fill automatically fills data based on patterns it detects.

The Ways to use Flash Fill:

Start typing a pattern then press Enter and then Ctrl + E

Go to Data tab yhen Click on Flash Fill

And use it from the Quick Access Toolbar if added

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.

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| --- | --- | --- | --- | --- | --- | --- |
| **Mail ID** | **Address** | **First Name** | **Last Name** | **City** | **State** | **Pincode** |
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