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

The Autocomplete feature in Excel is a tool that helps users quickly fill in data based on existing entries or pattern. When you start typing in a cell, AutoComplete analyzes the content of adjacent cells and suggests possible completions based on the data it detects.

Here are some benefits of using the AutoComplete feature in Excel.

1.**Time-Saving:** Autocomplete saves time by suggesting and completing entries based on the previous input. Instead of typing repetitive or similar data, you can quickly select the desired suggestion, reducing manual data entry.

2. **Accuracy**: By using AutoComplate, you can ensure consistency and accuracy in your data. It helps prevent typographical error.

3. **Efficiency:** The feature enables users to work more efficiently with large data sets. AutoComplete can be particularly useful when dealing with long lists or when entering repeated information, such as names, addresses, or product codes.

4. **Improved productivity:** By automating the process of filling in data, AutoComplate allows users to focus on the other important tasks.

5. **Ease of use:** The AutoComplete feature is straightforward to use. It provides suggestions as you type, and you can either accept a suggestion by pressing Enter or continue typing if the suggestion is not what you intended.

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

**Working with Workbooks:**

A workbook in Excel is a file that contains one or more worksheets. Worksheets are the individual “Tabs” within a workbook where you can enter and manipulate data. Here us how working with workbooks works:

**Opening a workbook:** To work with a workbook, you can open an existing workbook from your computer or create a new workbook from scratch.

**Saving a workbook:** Once you have made the changes to a workbook, its essential to save your work. You can save workbook to a specific location on your computer, providing it with a name for future reference.

**Adding and deleting worksheets:** You can add or remove worksheets within a workbook to organize your data effectively.

**Renaming Worksheets:** You can rename worksheets to give them more meaningful names related to the data they contain. Right- click on a worksheet tab and select “Rename” to change the name.

**Moving and copying worksheets:** Excel allows you to more or copy worksheets with the same workbook or to other workbooks.

**Working with Cells:**

Cells are the individual rectangular boxes within a worksheet grid, where you enter and manipulate data. Here is how working with cells works:

**Selecting cells:** To perform operations on cells, you need to select them. You can click on a single cell, drag to select multiple adjacent cells, or use keyboard shortcuts like Ctrl or Shift key combined with arrow keys for selection.

**Entering data:** You can enter text, numbers, dates, or formulas into cells. Simply click on a selected cell and start typing. Press Enter to move to the next cell or use arrow keys to navigate.

**Formatting cells**: Excel provides various formatting options to customize the appearance of cells. You can change the font style, Size, apply bold or italics, change the background color.

**Cell references and formulas:** Cells in Excel and contain formulas thar perform calculations based on the value in other cells.

**Modifying cell contents:** You can edit the contents of a cell by clicking on it and making changes. This includes editing text, changing numbers or updating formulas.

**Copying and moving cells:** Excel allows you to copy or move cells within the same worksheet or to other location.

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

The fill handle in Excel is a small square located in the bottom- right corner of a selected cell or a range of cells. It is used to quickly fill adjacent cells with a series of values, formulas or formatting based on the initial selection. Here is why the fill handle is used:

1.AutoFilling series: One of the primary uses of the fill handle is to create a series of values or pattern automatically.

2. Copying formulas: The fill handle is also used to copy formulas across adjacent cells. When you have a formula in a cell that refers to other cells, dragging the fill handle across the range copies the formula to the respective cells, adjusting the cell reference accordingly.

3. Copying formatting: In addition to values and formulas, the fill handle can be used to copy formatting from once cell to others.

4. Creating custom series: The fill handle allows you to create custom series by defining the pattern.

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

1.Auto Filling a series of numbers: Enter the number 1 in a cell, select the cell, and drag the fill handle down or across. Excel will automatically fill the adjacent cell with an incremented series of numbers.

2.Copying the formula: Enter a formula in a cell e.g = “=A1+B1”, select the cell, and drag the fill handle cross. Excel will copy the formula to the respective cells, adjusting the cell reference accordingly.

3.Creating a custom series: Enter a custom series of values in two cells e.g. “Monday” and “Tuesday” select both cells and drag the fill handle down or across. Excel will continue the series by autofilling the subsequent values.

4. Incrementing dates: Enter a starting date in a cell e.g. “01/01/2023”. Select the cell, and drag the fill handle down or across. Excel will automatically increment the dates in adjacent cells 01/02/2023, 01/03/2023 and so on.

5. Copying formatting: Enter formatting (font style, background colour, etc) in a cell, select the cell, and drag the fill handle across adjacent cells. Excel will apply the same formatting to the selected range.

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

Flash fill automatically fills your data when it senses a pattern. For example You can use flash fill to separate first and last name from a single column, or combine first and last names from two different columns.

You can go to Data > Flash fill to run it manually to press 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**

- Following are the steps for autofill:

1. Ensure that the mail IDs are in the “Mail Id” column and addresses are in “Address column”.

2. In the New column next to the “Mail id” column, enter the formula extract the first name assuming the first mail ID is in cell A2, you can use following formula in cell C2. =LEFT(A2, SEARCH(“.”,A2)-1). This formula extracts the characters from the start of the mail ID until the first occurrence of a period. Which should represent the first name.

Drage the formula down to apply them to the entire column or use autofill feature in Excel.

