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

**AutoComplete** is a feature in Excel that helps you quickly enter repetitive data into cells. When you start typing in a cell, Excel automatically completes the entry based on other entries in the same column. This feature saves time and reduces errors.

**Benefits:**

* Time-Saving: Reduces the need to type repetitive data fully.
* Error Reduction: Minimizes typographical errors by predicting the text based on previous entries.
* Efficiency: Enhances data entry speed and efficiency.

### **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.
* Creating a Workbook: You can create a new workbook by selecting File > New.
* Opening a Workbook: Open an existing workbook by selecting File > Open.
* Saving a Workbook: Save your work by selecting File > Save or File > Save As.
* Switching Between Workbooks: If multiple workbooks are open, switch between them using the taskbar or Ctrl + Tab.

**Working with Cells:**

* Selecting Cells: Click on a cell to select it, or use the arrow keys to navigate.
* Entering Data: Click on a cell and start typing to enter data.
* Editing Data: Double-click a cell to edit its content or select the cell and press F2.
* Formatting Cells: Use options in the "Home" tab to format cells, such as changing font, color, or cell borders.
* Copying and Pasting: Use Ctrl + C to copy and Ctrl + V to paste cell data.

### **3. What is Fill Handle in Excel and Why Do We Use It?**

Fill Handle is a small square at the bottom-right corner of a selected cell or range of cells. It allows you to quickly fill adjacent cells with the same or sequential data based on the pattern in the selected cells.

Why Use It:

* Quick Data Entry: Efficiently copy data or extend sequences (e.g., numbers, dates).
* Consistency: Ensures consistent data entry across multiple cells.
* Productivity: Increases productivity by reducing manual entry.

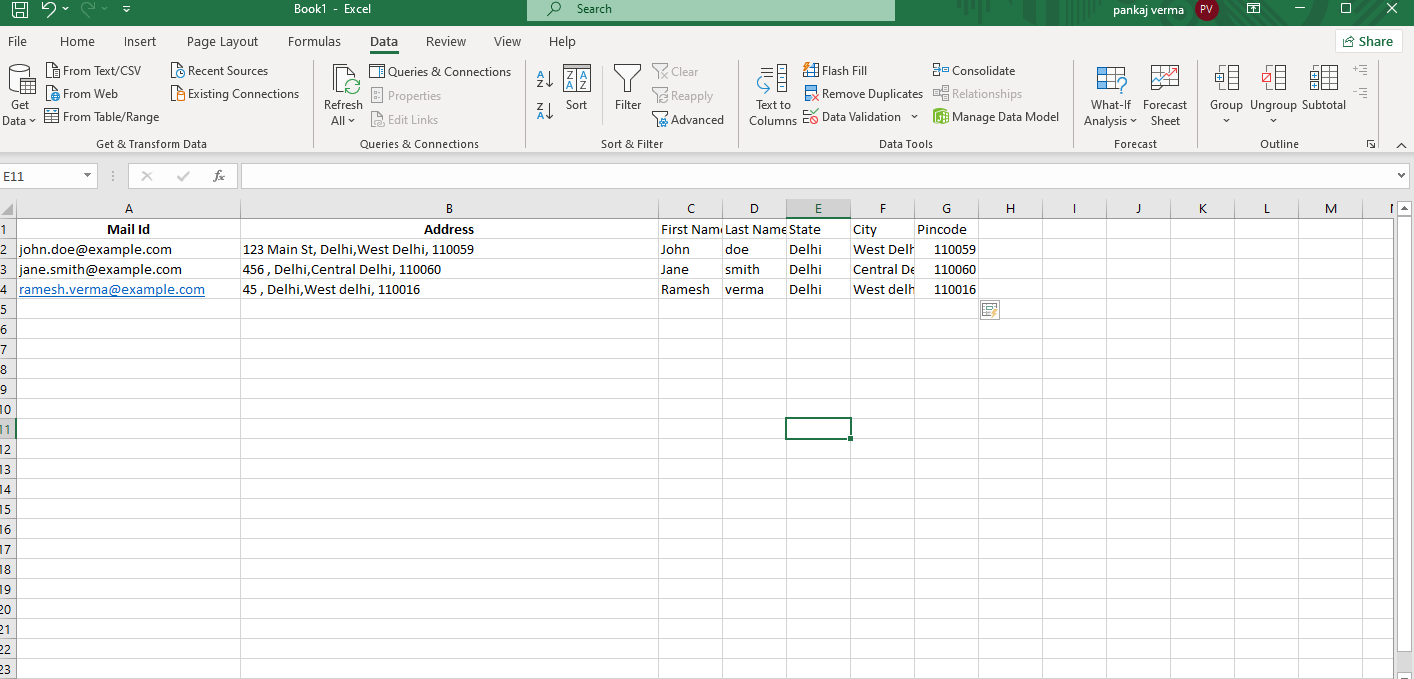
**5. Describe flash fill and what the different ways to access the flash fill are.**

**Flash Fill** is a feature in Excel that automatically fills in values when it senses a pattern. It can be used to format data or extract specific information from columns.

Ways to Access Flash Fill:

* Type Data: Enter the desired output in a cell, and Excel will suggest the flash fill when you start typing the next entry. Press Enter to accept the suggestion.
* Ribbon: Go to the "Data" tab and click "Flash Fill" in the "Data Tools" group.
* Keyboard Shortcut: Press Ctrl + E to trigger Flash Fill.

**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**

****