EXCEL ASSIGNMENT 8

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

   The autocomplete is a feature in MS-Excel that automatically enters the remaining characters, if the first few characters entered match with an existing entry in that column.
   AutoComplete helps us quickly insert function and arguments while minimizing typing and syntax errors. The AutoComplete menu shows us available options based on context, and we choose what we want to insert into our formula.

2. Explain working with workbooks and working with cells.

   A workbook is a spreadsheet program file that we create in excel. A workbook contains one or more worksheets. A worksheet)also known as a spreadsheet) consists of cells in which we can enter and calculate data. The cells are organized into rows and columns.

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

   A fill handle is an excel feature that is used to fill the data automatically with a specific pattern. We can extend a series of numbers, dates and text combinations to the desired number of cells.

   We use fill handle so that we can w=quickly copy formulas into adjacent cells. When we drag the handle to other cells, Excel will show different results for each cell.

4. Give some examples of using the fill handle.

   If we enter names of all the weekdays in cell B1:B7, instead of manually entering each weekday, we can simply enter the first two weekday and use the fill handle to do the rest.
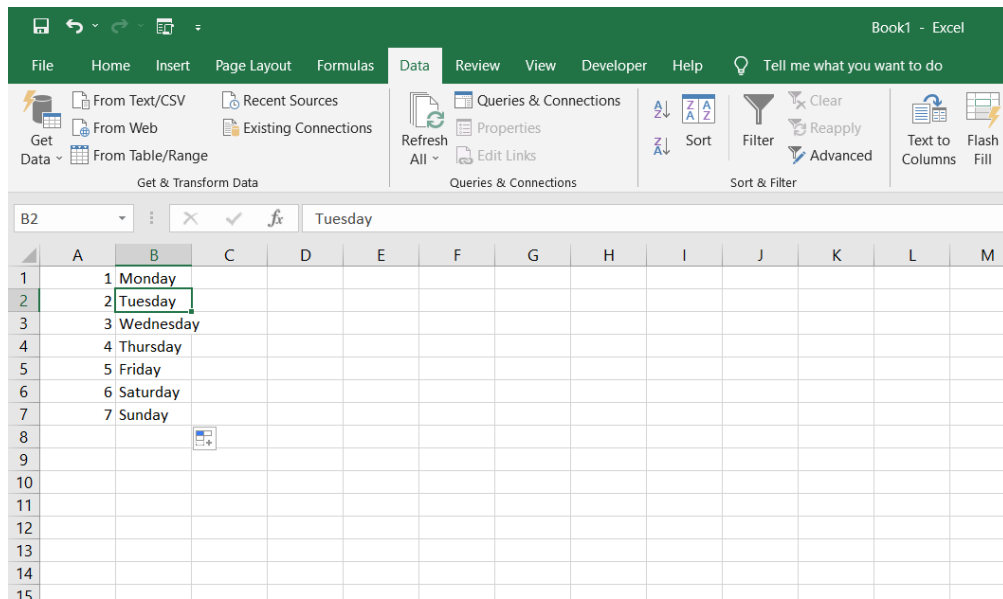
5. Describe flash fill and what the different ways to access the flash fill are.

   Flash Fill automatically fills the data when it senses a pattern.
   To access flash fill, go to Data > Flash Fill to run it manually or press
   CTRL + E. To turn Flash Fill on, go to Tools > Options > Advanced >
   Editing Options > Check the automatically Flash Fill box.

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

   Steps to extract first name and last name from the mail id
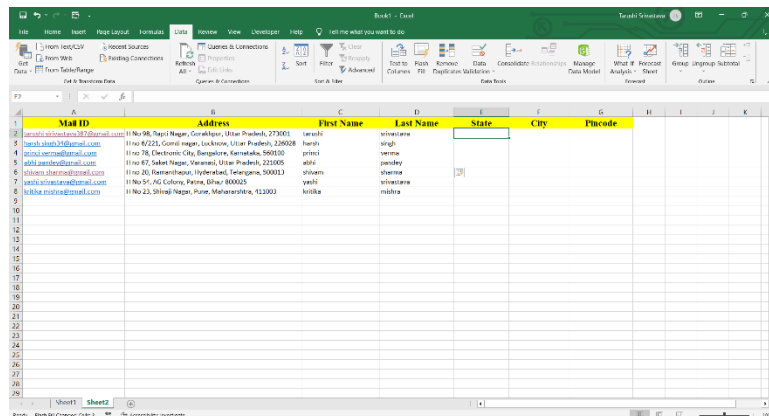   - Enter the first two names.
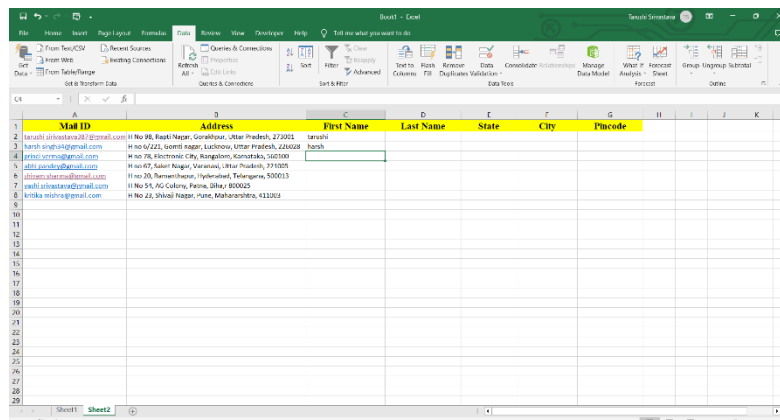
- Select the next cell and click on flash fill from the insert menu.
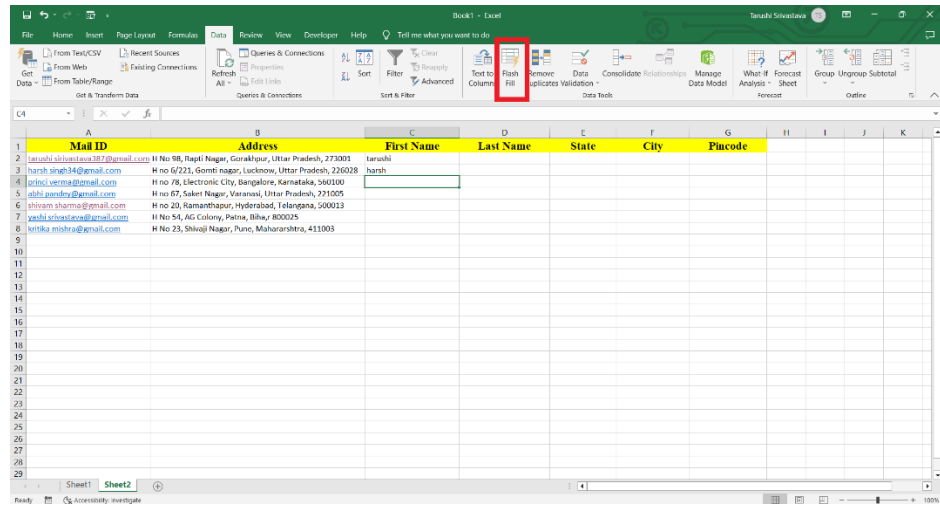
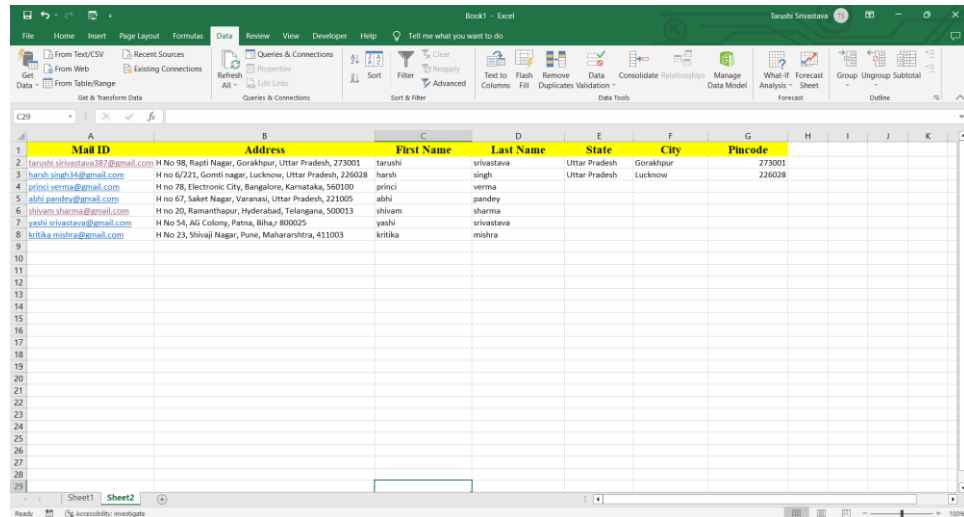- After clicking on flash fill all the other cells will fill automatically.
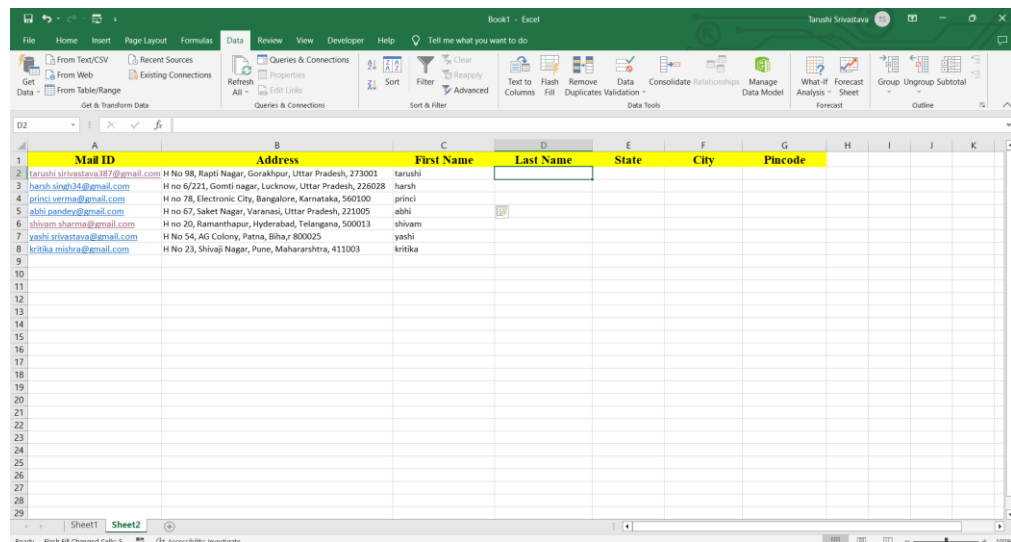
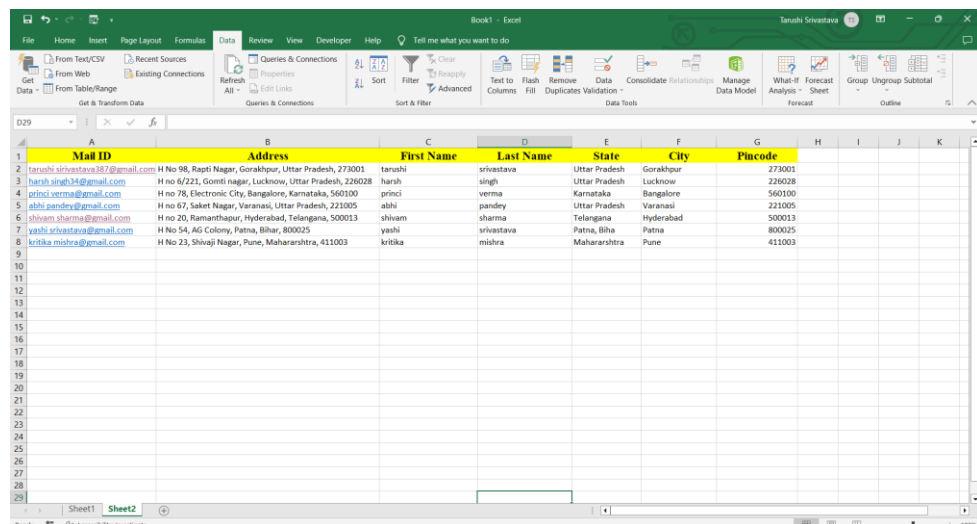- The same steps will be repeated for last name as well

Steps to extract state, city, pincode from address

- Enter the first two state, city, pincode

- Select Flash Fill for all the three columns.