Excel Assignment - 8

Q1 : What do you mean by the AutoComplete feature in Excel and what are the benefits of using this feature?

Ans : What is AutoFill? Excel has a feature that helps you automatically enter data. If you are entering a predictable series (e.g. 1, 2, 3…; days of the week; hours of the day) you can use the AutoFill command to automatically extend the sequence.

Q2 : Explain working with workbooks and working with cells.

Ans : An Excel file, often referred to as a workbook, contains one or more spreadsheets, or worksheets. Each box in the worksheet area is referred to as a cell. Each cell has a cell address, which is composed of a column reference and a row reference. The letters across the top of the worksheet make up the column reference.

Q3 : What is a fill handle in Excel and why do we use it?

Ans : You can quickly copy formulas into adjacent cells by using the fill handle. When you drag the handle to other cells, Excel will show different results for each cell. Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse. A basic understanding of the fill handle in Excel could save you some time and make you more productive.

Q4 : Give some examples of using the fill handle.

Ans :'Fill Handle' is a tool that you can use to autocomplete lists in Excel. For example, if you have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, you can simply enter the first two numbers and use the fill handle to do the rest.

Q5 : Describe flash fill and what the different ways to access the flash fill are.

Ans : Flash Fill automatically fills your data when it senses a pattern. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns. Note: Flash Fill is only available in Excel 2013 and later.

Q6 : 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.

Spreadsheet 1

	A	B	C	D	E
1	**Name**	**Address**			
2	Michel DeFrance	3 Balding Pl., Gary, IN, 46403			
3	Johnson Whit	10932 Bigge Rd., Menlo Park, CA, 94025			
4	Marjorie Green	309 63rd St. #411, Oakland, CA, 94618			
5	Cheryl Carson	589 Darwin , Berkeley, CA, 94705			
6	Michael O'Leary	22 Cleveland Av. #14, San Jose, CA, 95128			
7	Dean Straight	5420 College Av., Oakland, CA, 94609			
8	Meander Smith	10 Mississippi Dr., Lawrence, KS, 66044			
9	Abraham Bennet	6223 Bateman St., Berkeley, CA, 94705			
10	Ann Dull	3410 Blonde St., Palo Alto, CA, 94301			

Sheet1

Spreadsheet 2

	A	B	C	D	E	F	G
1	**First Name**	**Last Name**	**Address**	**City**	**State**	**Zip**	
2	Michel	DeFrance	3 Balding Pl.	Gary	IN	46403	
3	Johnson	Whit	10932 Bigge Rd.	Menlo Park	CA	94025	
4	Marjorie	Green	309 63rd St. #411	Oakland	CA	94618	
5	Cheryl	Carson	589 Darwin	Berkeley	CA	94705	
6	Michael	O'Leary	22 Cleveland Av. #14	San Jose	CA	95128	
7	Dean	Straight	5420 College Av.	Oakland	CA	94609	
8	Meander	Smith	10 Mississippi Dr.	Lawrence	KS	66044	
9	Abraham	Bennet	6223 Bateman St.	Berkeley	CA	94705	
10	Ann	Dull	3410 Blonde St.	Palo Alto	CA	94301	

Sheet1

Spreadsheet 3

	A	B	C
1	Full_Name	first_name	last_name
2	Cornelius Kujawa	cornelius	kujawa
3	Patrica Courville	patrica	courville
4	Sanford Xiong	sanford	xiong
5	Allen Burrus	allen	burrus
6	Kathrine Fritzler	kathrine	fritzler
7	Colin Minter	colin	minter
8	Velda Kimberling	velda	kimberling
9	Vernon Addy	vernon	addy
10	Blythe Fleischer	blythe	fleischer
11	Tad Hammack	tad	hammack
12	Carlita Schroyer	carlita	schroyer
13	Trisha Arter	trisha	arter
14	Leigha Bouffard	leigha	bouffard
15	Lola Schmidt	lola	schmidt
16	Bella Logan	bella	logan
17	Myung Koons	myung	koons

Customers | Sheet1 | Oders | Phone_Numbers | Auto Fill | Other