

Excel Assignment - 8

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

Ans: -

The AutoComplete feature in Excel predicts and suggests entries based on what you're typing, making data entry faster and more accurate.

Benefits:

1. **Time-Saving:** AutoComplete speeds up data entry by suggesting previously used or matching entries as you type.
2. **Reduced Errors:** It minimizes typos and mistakes by offering accurate suggestions.
3. **Consistency:** Helps maintain consistency in data entry by suggesting existing entries.
4. **Efficiency:** You can quickly select suggestions without typing entire words or phrases.
5. **Less Typing:** Especially useful for lengthy or repetitive entries, as you can select from suggestions.
6. **Learning:** AutoComplete learns from your previous entries, improving accuracy over time.

Using AutoComplete, you enhance productivity and accuracy while entering data in Excel.

2. Explain working with workbooks and working with cells.

Ans: -

Working with Workbooks:

Working with workbooks in Excel involves managing multiple files that contain your spreadsheets.

1. **Creating a New Workbook:** Open Excel, and a new, blank workbook is automatically created. You can also use the "New Workbook" command.
2. **Opening a Workbook:** Go to "File" > "Open" to open an existing workbook from your computer.
3. **Saving a Workbook:** Use "File" > "Save" to save your workbook. Choose a location, provide a name, and select a file format.
4. **Closing a Workbook:** Click the "X" button in the top-right corner or use "File" > "Close" to close a workbook.
5. **Switching Between Workbooks:** Use the "View" tab's "Switch Windows" option to move between open workbooks.
6. **Arranging Workbooks:** Use the "View" tab to arrange workbooks side by side or in other layouts.

Working with Cells:

Cells are the basic units of data storage in Excel. Understanding how to work with cells is essential for data entry and analysis.

1. **Selecting Cells:** Click on a cell to select it. Click and drag to select a range of cells.
2. **Editing Cells:** Double-click a cell to enter edit mode. You can also start typing directly or press F2.
3. **Moving Between Cells:** Use the arrow keys or the Tab key to move between cells.
4. **Entering Data:** Simply type your data into a selected cell. Press Enter to move to the cell below.
5. **Copying and Pasting Data:** Use Ctrl+C to copy selected cells and Ctrl+V to paste them.
6. **Formatting Cells:** Right-click to format cells, change fonts, colors, and apply various formatting options.
7. **Inserting/Deleting Cells:** Right-click to insert or delete cells, rows, or columns.
8. **Formula Entry:** Start a formula by typing "=", and then use functions, operators, and cell references.
9. **AutoFill:** Drag the bottom-right corner of a cell to fill adjacent cells with a series, date, or formula.
10. **Cell Merging:** Select cells and use the "Merge & Center" option to merge them into a larger cell.

These basic concepts of working with workbooks and cells form the foundation for using Excel efficiently and effectively.

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

Ans: -

The Fill Handle in Excel is a small square at the bottom-right corner of a selected cell. It is used to perform various actions, such as filling data series, copying formulas, and extending patterns.

Why We Use the Fill Handle:

1. **AutoFill Series:** Dragging the Fill Handle can automatically fill adjacent cells with a series of numbers, dates, or custom sequences.
2. **Copying Formulas:** When you have a formula in a cell, dragging the Fill Handle copies and adjusts the formula for the adjacent cells based on relative cell references.
3. **Quick Data Entry:** By entering a value in one cell and using the Fill Handle to drag, you can quickly populate a range with that value.
4. **Completing Patterns:** Excel can identify patterns and auto-fill data based on the initial selection, which is particularly useful for creating month or day names.
5. **Quick Increment:** Use the Fill Handle to increment values by dragging diagonally. For instance, 1, 2, 3, 4, and so on.
6. **Custom Lists:** Create custom lists and use the Fill Handle to easily populate cells with those custom values.

The Fill Handle simplifies and accelerates various data entry and manipulation tasks in Excel, helping to save time and reduce manual effort.

4. Give some examples of using the fill handle.

Ans: -

1. AutoFill Numbers:

- Enter the number 1 in a cell.
- Click and drag the Fill Handle down to quickly populate a sequence of numbers (1, 2, 3, and so on).

2. AutoFill Dates:

- Enter a date in a cell (e.g., January 1, 2023).
- Click and drag the Fill Handle down to auto-fill a series of dates (January 2, January 3, and so on).

3. AutoFill Days:

- Type "Monday" in a cell.
- Click and drag the Fill Handle down to auto-fill the days of the week (Tuesday, Wednesday, and so on).

4. Copying Formulas:

- Enter a formula in a cell (e.g., =A1 * 2).
- Click and drag the Fill Handle to copy the formula to adjacent cells, adjusting cell references accordingly.

5. Custom Lists:

- Create a custom list (e.g., "High," "Medium," "Low").
- Type the first item in a cell, drag the Fill Handle to complete the custom list in other cells.

6. Incrementing Values:

- Enter a value in a cell (e.g., 100).
- Drag the Fill Handle diagonally to quickly increment values (100, 200, 300, and so on).

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The formula bar displays '=C3/B2'. The worksheet contains a table with the following data:

Number	Deposited	Amount	Percentage
Customer 1	24485	1754	8.15%
Customer 2	20931	1996	4.92%
Customer 3	23127	1030	6.20%
Customer 4	22962	1434	
Customer 5	18138	1646	
Customer 6	15145	1121	
Customer 7	24812	1284	
Customer 8	20525	1450	
Customer 9	23130	1069	
Customer 10	24273	1861	
Customer 11	15237	1673	
Customer 12	17722	1754	
Customer 13	21108	1411	
Customer 14	16731	1962	
Customer 15	15269	1217	
Customer 16	20979	1393	
Customer 17	23996	1967	
Customer 18	15789	1522	
Customer 19	16158	1642	
Customer 20	18049	1592	
Customer 21	24832	1378	

A 'Quick Analysis' tool tip is visible over the 'Percentage' column, suggesting options like 'Use the Quick Analysis tool to quickly and easily analyze your data with some of Excel's most useful tools, such as charts, color-coding, and formulas.'

The screenshot shows the same Excel worksheet as the previous image, but with a context menu open over the 'Percentage' column. The menu options are:

- ☒ Copy Cells
- ☐ Fill Formatting Only
- ☐ Fill Without Formatting
- ☐ Flash Fill

The table data is identical to the previous screenshot.

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

Ans: -

Flash Fill in Excel:

Flash Fill is a powerful feature in Excel that automatically recognizes patterns in your data and fills in adjacent cells based on the pattern you provide. It's particularly useful when you want to extract or transform data without using complex formulas.

Different Ways to Access Flash Fill:

1. Automatic Detection:

- Excel often detects a pattern as you start typing new data adjacent to existing data. It shows a small preview icon, and you can press "Enter" to accept the suggestion.

2. Ctrl + E:

- After entering some data manually, press Ctrl + E to apply Flash Fill to the adjacent cells.

3. Using Ribbon:

- Select the "Data" tab in the ribbon.
- Click on the "Flash Fill" button in the "Data Tools" group.

4. Using Context Menu:

- Right-click on a cell that you want to use as a pattern.
- From the context menu, choose "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.

Ans: -

	A	B	C	D	E	F	G	H
1	Mail Id	Address	First Name	Last Name	State	City	Pincode	
2	VishalNivangune@gmail.com	302 aryan complex, kolhewadi, khadakwasala, Pune,Maharastra 411024	Vishal	Nivangune	Maharastra	Pune	411024	
3	VrushaliNivangune@gmail.com	304 Aryan complex, khadakwasala, Pune, Maharashtra 411024.	Vrushali	Nivangune	Maharastra	Pune	411024	
4	prathameshPokale@gmail.com	Geeta Apartment, Garmal, Dhayari Goan, Pune,Maharastra 411024	prathamesh	Pokale	Maharastra	Pune	411024	
5	rekhaRavindra@gmail.com	304 Aryan complex, khadakwasala, Pune, Maharashtra 411024.	rekha	Ravindra	Maharastra	Pune	411024	
6	prathameshNivangune@gmail.com	202 Aryan complex, khadakwasala, Pune, Maharashtra 411024.	prathamesh	Nivangune	Maharastra	Pune	411024	
7								
8								