

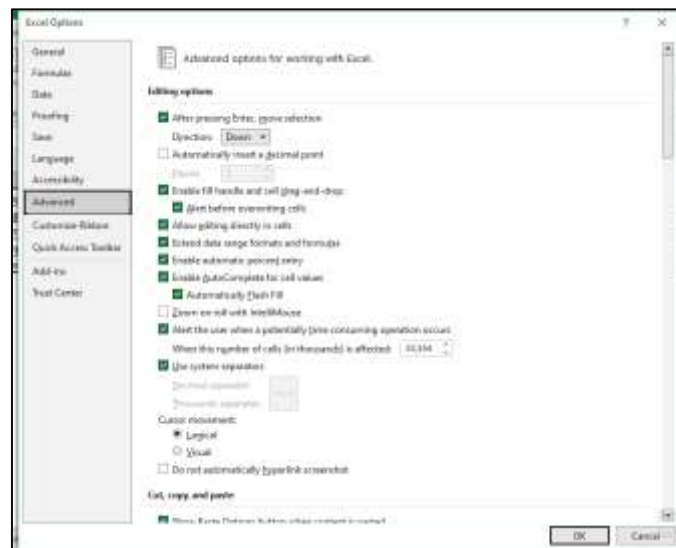
# Excel Assignment - 8

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

AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows available options based on the context and can choose what want to insert into a formula.

File > options > Advanced > Enable AutoComplete for cell values. Select the for on this option or vice versa.

It widely use when entering formulas .



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

- A **Workbook** is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets.
- A worksheet (also known as a spreadsheet) consists of cells in which you can enter and calculate data. The cells are organized into columns and rows. A worksheet is Tabs at the bottom of the window allow you to flip between worksheets in a workbook or insert a new worksheet in a workbook.
- In an Excel worksheet, each small rectangle or box is known as a **cell**. The active cell is the selected cell in which data is entered when you begin typing. Only one cell is active at a time. The active cell is the cell surrounded by a black border.
- Note: - Data can only be entered into the active cell. Even if more than one cell is selected, there is still only one active cell at a time.



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

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.



Suppose have thousands of data to perform function on cell will take lot of time to reduce the time or automate the work with fill handle single click and fraction of sec. the operation will be done for thousands of rows.

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

Follow these steps:

1. Select the cell that has the formula you want to fill into adjacent cells.
2. Rest your cursor in the lower-right corner so that it turns into a plus sign (+), like this:

	A	B	C	D
1		Jan	Feb	TOTAL
2	Bike	100	200	
3	Toys	200	50	
4	Games	300	100	

	A	B	C	D
1		Jan	Feb	TOTAL
2	Bike	100	200	SUM(B2,C2)
3	Toys	200	50	
4	Games	300	100	

3. Double-click to plus sign (+) and it will atomically fill till the data is present.

	A	B	C	D
1		Jan	Feb	TOTAL
2	Bikes	100	200	300
3	Toys	200	50	
4	Games	300	100	


	A	B	C	D
1		Jan	Feb	TOTAL
2	Bike	100	200	300
3	Toys	200	50	250
4	Games	300	100	400

## 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.

1. Data > Flash Fill to run it manually, or press Ctrl+E. it fills rest

Employee Name	Employee Surname	Employee FullName
Yash	Khamitkar	Yash Khamitkar
Rohan	Mule	
Pratiksha	Rathi	
Tanmay	Bhat	
Kashif	Mane	

2. Drag the fill handle till the data open Auto Fill options button  appears. Then click the Flash Fill it fills the data.

Employee Name	Employee Surname	Employee FullName
Yash	Khamitkar	Yash Khamitkar
Rohan	Mule	Rohan Mule
Pratiksha	Rathi	Pratiksha Rathi
Tanmay	Bhat	Tanmay Bhat
Kashif	Mane	Kashif Mane

**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.**

	A	B	C	D	E	F	G	H
1	<b>E-mail ID</b>	<b>Address</b>	<b>First Name</b>	<b>Last Name</b>	<b>City</b>	<b>State</b>	<b>Pin code</b>	
2	yash.khamitkar@penter.com	Solapur, Maharashtra, 413003	yash	khamitkar	Solapur	Maharashtra	413003	
3	rohan.mule@penter.com	Nagar, Maharashtra, 414001	rohan	mule	Nagar	Maharashtra	414001	
4	pratiksha.rathi@penter.com	Mumbai, Maharashtra, 400001	pratiksha	rathi	Mumbai	Maharashtra	400001	
5	tanmay.bhat@penter.com	Bangalore, Karnataka, 560005	tanmay	bhat	Bangalore	Karnataka	560005	
6	kashif.mane@penter.com	Pawal, Maharashtra, 488446	kashif	mane	Pawal	Maharashtra	488446	
7								
8								
9								
10								