

## **Excel Assignment - 8**

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

## Ans=>

AutoComplete feature function is the functionality that helps you save time by automatically suggesting and completing the entry of data based on the existing entries in a column.

## Benefits .:

- a) Accuracy.: minimizes the risk of typographical errors and ensures data accuracy.
- b) Efficiency and Time Saving.:
- c) User Friendly Experience.: it provides user-friendly experience making excel more intuitive.
- **d)Reduced Cognitive Load.**: AutoComplete reduces the cognitive load on the user by offering suggestions.
- **e) Adaptable.**: the AutoComplete is adaptable to various data types and scenarios.
- 2. Explain working with workbooks and working with cells.

Ans=>

- a) Creating a new Workbook.: Open a New excel form the "File" tab.
- **b)Opening an Existing Workbook.:** from the "File" tab select the previous worksheet.
- c) Save as.: Click "Save As" after completing the file.
- **d)Adding Worksheet.:** You can add new worksheet to you Excel by by clicking "+" sign at the bottom of the worksheet.
- 3. What is fill handle in Excel and why do we use it? Ans=>Fill handle is tool in the excel that allows you to quickly and easily fill cells with data or formulas based on a pattern or sequence.

## Uses.:

- a) Copy Formulas.
- b) AutoFile.
- c) AutoFill Series
- d) Fill Months/Days.
- e) Incremental Values
- f) Custom Lists.

- 4. Give some examples of using the fill handle. Ans=>
- a) AutoFill Series.: Enter "1" in the cell A1, Hover over the small square in the bottom-right corner of cell A1 until it becomes crosshair. Click and drag the fill handle down to fill adjacent cells with a series of sequential numbers.
- **b)** Custom Lists.: Type "Red" in cell D1 then hover over the bottom right corner of the cell D1. Drag the fill handle to fill adjacent cells.
- c) Copy Cell Contents.: Enter any text on number in cell say E2 then hover over the fill handle in the bottom-right corner of cell E2.
- **d)** Incremental Values.: Enter "50" in cell B1, then enter "100" in B2, hover over the fill handle in the bottom right corner, pull
- a) Fill Days.: Enter some "Day" in the "G1" hover over the fill handle in the bottom-right corner of cell G1. Drag the fill handle to fill the adjacent cells with the days of the week.
- 5. Describe flash fill and what the different ways to access the flash fill are. Ans=>

Flash fill is the tool in the excel that automates the process of transforming and cleaning based on patterns it recognizes in your entries.

- a) Manual Flash Fill.: Select the cell containing you want to apply, go to the "data" tab and click "Flash Fill" in the "Data Tools" group.
- **b) Right Click Menu.**: After typing the pattern, right click on the pattern, choose Flash fill in the menu.
- 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=>

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B8	-	√ f <sub>x</sub>						
K 🗾	А	В	С	D	E	F	G	Н
1	Mail Id	Address	First Name	Last name	State	City		
2	john.doe@example.com	123 Maple Street, Springfield, IL, 62704	John	Doe	Springfield	IL		
3	jane.smith@sample.org	456 Oak Road, Gotham, NY, 10001	Jane	Smith	Gotham	NY		
4	alex.johnson@mail.com	789 Pine Avenue, Metropolis, CA, 90210	Alex	Johnson	Metropolis	CA		
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