

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.

