

Excel Assignment - 8

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

Answer - AutoComplete feature is widely used in EXCEL it makes things very easy while working on formulas and any other text or arguments, it gives suggestions as required and give the option to fill that suggestion which reduces the time and also restricts possible error. The benefits from this are it reduces the time of manually typing same thing again and again.

1. **Explain working with workbooks and working with cells.**

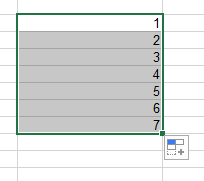
Answer - Workbooks are the spreadsheet program in excel, a workbook can contain many worksheets, and, in the worksheets, there are cells which arranged in row and column wise where the actual data is filled.

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

Answer – Fill handle means while typing in a worksheet it shows suggestions on the basics of the patterns on which the previous data has been filled and selected. The use case will save the time and effort of putting it manually or we can also choose in what pattern we want the data to be filled.

1. **Give some examples of using the fill handle.**

Answer – When we want to give row number, we just fill 1 and 2 and there is a fill handle appear by dragging that the cells will fill automatically.

This is how Fill handle works I putted only two value from the top and after selecting them and dragging it sense’s the pattern it filled the values.

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

Answer – Flash fill will show the suggestion while sensing the data you are putting and fills it automatically means if from a name column, I am writing first name only in another column after 1-2 values it senses the pattern and give suggestions. Ways to access the flash fill, 1) CTRL+E, 2) Data from the ribbon and select flash fill, 3) In the settings go to tools>options>advanced>editing option> select Automatically 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

# City name filled automatically with the help of flash fill.

# Name of state filled automatically with the help of flash fill.

# First and Last name filled automatically with the help of flash fill.

Graphical user interface, text, application, email

Description automatically generated # DATAGraphical user interface, application

Description automatically generated Table

Description automatically generated Graphical user interface, application

Description automatically generatedTable

Description automatically generated# Pincode filled by using Flash fill.