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 is a tool that automatically suggests and completes text or values that you start typing into a cell based on what you have typed before in the same column or row. The feature works by recognizing patterns in your data and offering suggestions for completing your entry based on those patterns.

The benefits of using the AutoComplete feature in Excel include:

\*Saving time: The AutoComplete tool can help you save time and effort when typing lengthy or repetitive entries by providing ideas for finishing your entry.

\*Reducing errors: The AutoComplete feature can also help reduce errors in your data entry by suggesting correct spellings or values.

\*Enhancing consistency: The AutoComplete tool can assist in making sure that your entries are consistent and adhere to a standard format by recommending entries based on patterns in your data.

\*Productivity improvement: The AutoComplete tool can improve your productivity and efficiency by automating the data entry process, enabling you to finish your work more quickly and precisely.

2. Explain working with workbooks and working with cells.

Ans-

Working with workbooks and working with cells are two fundamental aspects of using Excel. Here's an overview of each:

Working with workbooks:

\*A workbook is an Excel file that contains one or more worksheets.

\*When you open Excel, a new workbook is automatically created, and you can save it to your computer with a unique filename.

\*You can add new worksheets to a workbook by clicking on the "+" button to the right of the worksheet tabs at the bottom of the screen.

\*You can switch between worksheets by clicking on their respective tabs at the bottom of the screen.

\*You can also move, copy, or delete worksheets within a workbook.

Working with cells:

\*A cell is a rectangular box within a worksheet that can contain text, numbers, formulas, or other data.

\*To select a cell, simply click on it with your mouse or use the arrow keys on your keyboard to move to it.

\*You can format cells to change their appearance, such as changing the font, alignment, or color of the text.

\*You can enter data into cells by typing it in or copying and pasting it from another source.

\*You can use formulas to perform calculations on data within cells. Formulas always start with an equal sign (=) and can contain mathematical operators, functions, and cell references.

\*You can also use functions to perform specific calculations or operations on data within cells.

\*To edit the contents of a cell, double-click on it or press F2 on your keyboard. The cell's contents will become editable, and you can make changes to the data.

\*To move or copy data within a worksheet, select the cells you want to move or copy and use the cut, copy, and paste commands in the "Home" tab of the Ribbon.

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

Ans-

The fill handle is a feature in Excel that allows you to quickly fill a series of cells with a pattern, such as numbers or dates. The fill handle is a small black square located at the bottom-right corner of a selected cell or range of cells.

To use the fill handle, first select the cell or range of cells that you want to fill. Then, click and drag the fill handle in the direction you want the cells to be filled. For example, if you want to fill a series of cells with consecutive numbers, you can enter the first number in the first cell, then click and drag the fill handle down to fill the cells below with the next number in the series.

The fill handle can also be used to fill cells with a variety of other patterns, including dates, days of the week, months, years, and more. It can save you time and effort when working with large sets of data that follow a predictable pattern.

4. Give some examples of using the fill handle.

Ans-

\*Filling a series of numbers: If you want to quickly fill the cells below with the following numbers in the sequence, enter the first number in the top cell and use the fill handle.

\*Filling dates: You can use the fill handle to quickly fill a range of cells with a sequence of dates. For example, enter a starting date in a cell, and then use the fill handle to drag and fill the cells below with the following dates.

\*Filling weekdays: If you need to fill a range of cells with weekdays, such as Monday, Tuesday, Wednesday, etc., you can enter the first weekday in a cell and use the fill handle to fill the cells below with the remaining weekdays in the sequence.

\*Filling formulas: You can use the fill handle to copy a formula to adjacent cells in a row or column. Simply select the cell with the formula and drag the fill handle to fill the desired range of cells with the formula.

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

Ans-  
Flash Fill is a powerful feature in Excel that allows you to automatically fill a column of data based on patterns in the existing data. It can save you a lot of time and effort when cleaning and formatting data. With Flash Fill, you can easily separate, combine, or rearrange data within a column without having to write complex formulas or macros.

To use Flash Fill in Excel, there are different ways to access it:

\*Keyboard Shortcut: Press Ctrl + E (Windows) or Command + E (Mac) to activate Flash Fill.

\*Ribbon: Click on the "Data" tab in the ribbon, and then click on the "Flash Fill" button in the "Data Tools" group.

\*Right-click: Right-click on a cell in the column that you want to fill, and then click on "Flash Fill" in the context menu.

\*Once Flash Fill is activated, Excel will automatically detect the patterns in your data and fill in the rest of the column based on your input.

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-

