**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 you available options based on context, and you choose what you want to insert into your formula.

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

|  |  |
| --- | --- |
| **Worksheet** | **Workbook** |
| Worksheets are best for an educational or learning environment | Workbooks are mostly used to work in a professional environment. |
| A worksheet can be converted into a workbook | A workbook can be created within a worksheet |

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

'Fill Handle' is a tool that you can use to autocomplete lists in Excel.

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

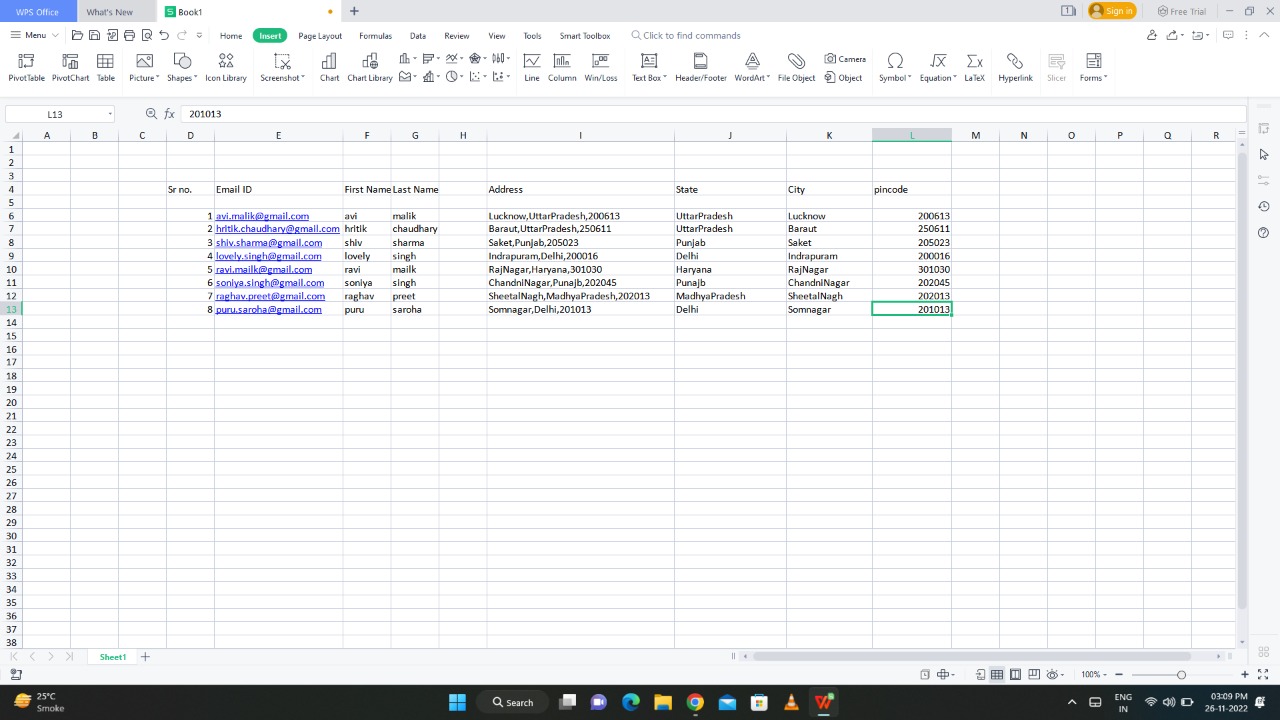
For example, if you have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, you can simply enter the first two numbers and use the fill handle to do the rest.

**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. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns. Note: Flash Fill is only available in Excel 2013 and later.

**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**

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