**Assignment-8**

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

Ans. Auto Complete 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.

1. Explain working with workbooks and working with cells.

Ans. A workbook contains one or more worksheets. A worksheet. A work cell is a term used to describe the logical and strategic arrangement of resources in a business environment including people, machinery, and other equipment.

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

Ans. You can quickly copy formulas into adjacent cells by using the fill handle. When you drag the handle to other cells, Excel will show different results for each cell.

1. Give some examples of using the fill handle.

Ans.  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.

1. How do you hide and unhide columns in excel?

Ans. On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

1. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

Ans.