**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.

On the Excel menu, click Preferences.

Under Formulas and Lists, click AutoComplete.

Select the Show AutoComplete options for functions and named ranges check box.

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

While working with Excel, often we come across terms worksheet, Rows, Columns and Cells. In this fundamental and the operation (create, copy, paste, delete, etc) performed in them.

A Worksheet is a single page containing a collection of cells where the user can store, update and manipulate the data. Worksheet is also called a spreadsheet. It is made up of rows, columns and cells.

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

quickly copy formulas into adjacent cells by using the fill handle.

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

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

Autofill Numbers that Increment/Decrement by 1

The steps to use the fill handle to quickly insert numbers up to 20.

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

Flash Fill automatically fills our data when it senses a pattern. For example, we can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns.

Click the Flash Fill button on the Data tab or press the Ctrl + E shortcut.

**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**

