Excel Assignment - 8

1. What do you mean by AutoComplete feature in Excel and what are the

benefits of using this feature?

2. Explain working with workbooks and working with cells.

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

4. Give some examples of using the fill handle.

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

Answers.

1. 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. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which you can enter and calculate data. The cells are organized into columns and rows. A worksheet is always stored in a workbook.

3. 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.

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