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Advance Excel Assignment 8

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

Ans:-

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.

Benefits of AutoComplete

- Autocomplete allows the browser to predict the value
- It reduces the typing time

2. Explain working with workbooks and working with cells.

Ans:-

Excel workbook is a platform on which we can do work related to tables, charts, graphs. We can add values in the cells like numbers, texts, dates, etc. we can calculate the data in the cells as per our requirement. We can format the cells, tables and charts in the workbook. We can use the workbook in almost all the industries like finance, manufacturing, food industries, etc.

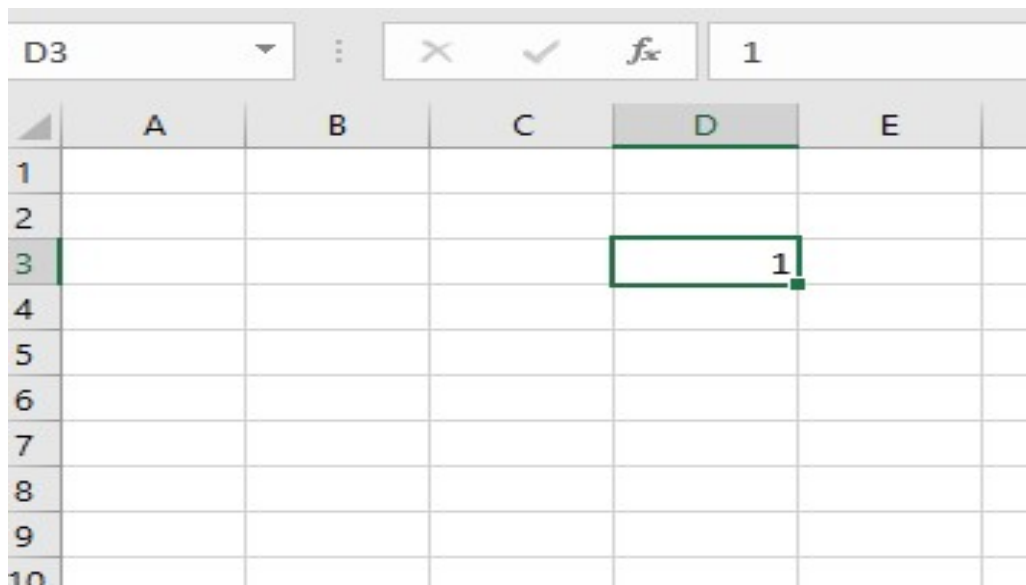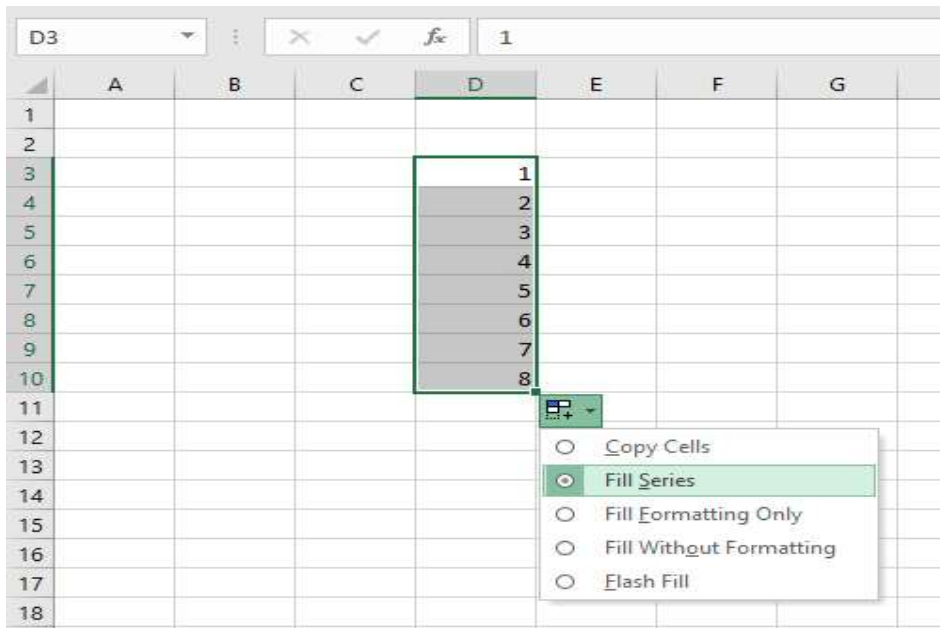3. What is fill handle in Excel and why do we use it?

Ans:-

When we point our cursor on the bottom right corner of the cell (Which contains some value), it converts into a "+ " sign. It is called as Fill Handle.

Fill handle is used to fill the data in the cells which are dragged.

4. Give some examples of using the fill handle.

Ans:-

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

Ans:-

Flash Fill is the Autofill which is used to fill the cells which are in same pattern. Like if we want to extract the first name from the mail id, we can use the flash fill.
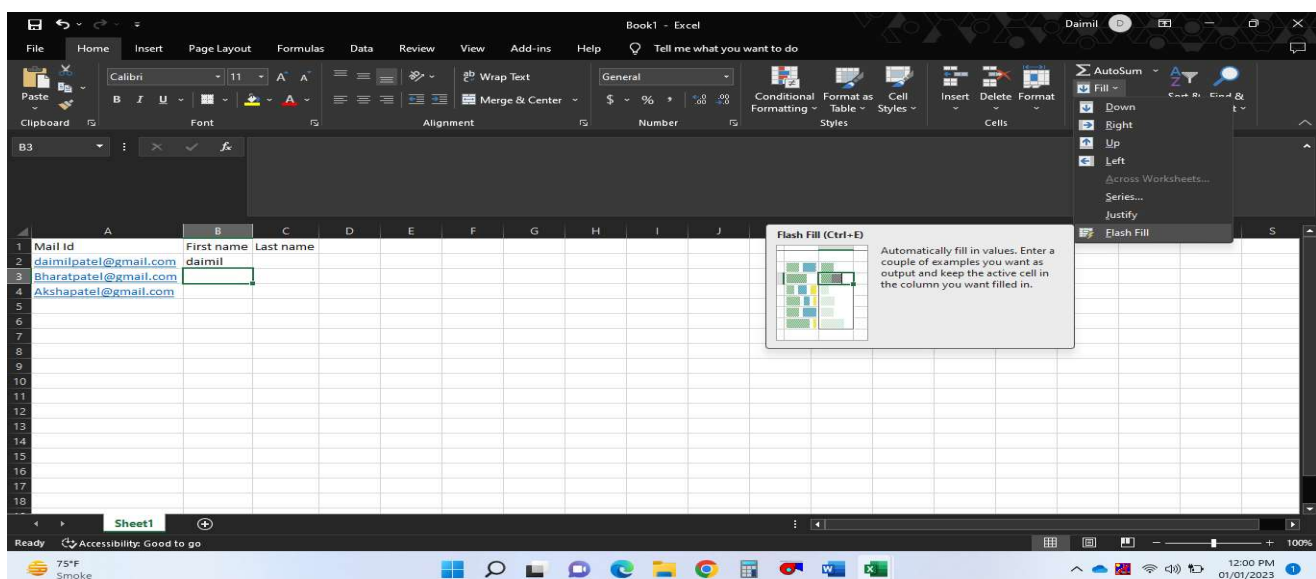
The different ways to access flash fill.

- Select the cell range and press "Ctrl+E"
- Select the cell range and Click Home > Fill > Flash Fill
-

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, Pin code.

Ans:-

Book1 - Excel

Cell: B3

Mail Id	First name	Last name
daimilpatel@gmail.com	daimil	
Bharatpatel@gmail.com	Bharat	
Akshapatel@gmail.com	Akshap	

Ready   Flash Fill Changed Cells: 2   Accessibility: Good to go

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Book1 - Excel

Cell: E3

Mail Id	Adress	First name	Last name	City	STATE	PINCODE
daimilpatel@gmail.com	Ahmedabad,GUJARAT,380015	daimil	PATEL	Ahmedabad		
Bharatpatel@gmail.com	HIMMATNAGAR,GUJARAT,383225	Bharat	PATEL	HIMMATNAGAR		
Akshapatel@gmail.com	IDAR,GUJARAT,383224	Akshap	ATEL	IDAR		

Ready   Flash Fill Changed Cells: 2   Accessibility: Good to go

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First screenshot (light theme, cell F3 selected):

	Mail Id	Adress	First name	Last name	City	STATE	PINCODE
1							
2	daimilpatel@gmail.com	Ahmedabad,GUJARAT,380015	daimil	PATEL	Ahmedabad	GUJARAT	
3	Bharatpatel@gmail.com	HIMMATNAGAR,GUJARAT,383225	Bharat	PATEL	HIMMATNAGAR	GUJARAT	
4	Akshapatel@gmail.com	IDAR,GUJARAT,383224	Akshap	ATEL	IDAR	GUJARAT	

Ready   Flash Fill Changed Cells: 2   Accessibility: Good to go

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Second screenshot (dark theme, cell G3 selected):

	Mail Id	Adress	First name	Last name	City	STATE	PINCODE
1							
2	daimilpatel@gmail.com	Ahmedabad,GUJARAT,380015	daimil	PATEL	Ahmedabad	GUJARAT	380015
3	Bharatpatel@gmail.com	HIMMATNAGAR,GUJARAT,383225	Bharat	PATEL	HIMMATNAGAR	GUJARAT	383225
4	Akshapatel@gmail.com	IDAR,GUJARAT,383224	Akshap	ATEL	IDAR	GUJARAT	383224

Ready   Flash Fill Changed Cells: 2   Accessibility: Good to go

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