**Excel Assignment – 8**

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

**benefits of using this feature?**

This feature examines the contents of the active column in the data directly above and tries to anticipate what you are about to type.  
AutoComplete is the automatic filling in of your text when you start typing and is switched on by default.  
This will reduce the amount of text you have to enter by preventing you typing in repetitive words.

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

**Workbook**

Excel files are known as **workbooks**. Each workbook is a collection of worksheets that stores the data inside rows and columns (also called a "**spreadsheets")**

Whenever we create a new Excel workbook, it will include **one worksheet** named **Sheet1**

**Worksheet**

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**. In a worksheet, columns are identified by letters running across the top of worksheet, and rows are identified by numbers running down the left side of the worksheet.

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

Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse.

A basic understanding of fill handle in Excel could save you some time and make you more productive.

How to use it?

1. Select the data set.
2. When you hover the mouse over the bottom-right edge of the selection, you would see a plus icon appear +
3. Click the left button on the mouse and drag it down. Excel identifies a pattern of the first 2 numbers (an increment of 1) and uses that to fill that entire series.

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

Below are some of the examples or situations where **Fill Handle** can be used

1. Autofill Numbers that Increment/Decrement by 1
2. Autofill Weekday Names
3. Autofill Dates
4. Auto Fill Options
5. Autofill Options for a List with Numbers (Copy Cell, Fill Series, Fill Formatting Only, Fill Without Formatting, Flash Fill)

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

*Excel Flash Fill* is a special tool that analyses the information you are entering and automatically fills data when it identifies 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.

There are two ways to access flash fill feature in the Excel.

1. Data tab > Data tools group > Flash Fill
2. **Ctrl + E**

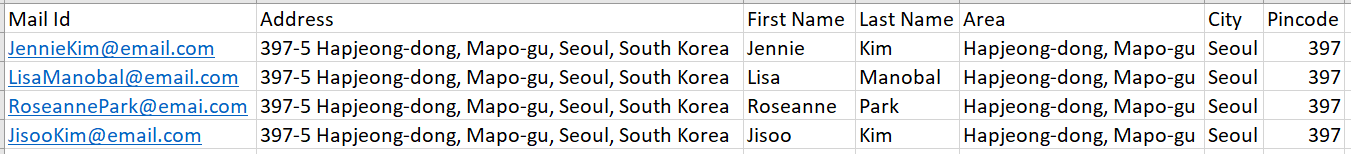
**6. Extract first name and last name from the mail id and then from the**

**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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