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**. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

2. Explain working with workbooks and working with cells.

**Create a new workbook**

1. Create a new workbook. Article.
2. Insert or delete a worksheet. Article.
3. Move or copy worksheets or worksheet data. Article.
4. Print a worksheet or workbook. Article.
5. Use Excel as your calculator. Article.
6. Fill data automatically in worksheet cells. Article.
7. Create a drop-down list. Article.

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

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. Give some examples of using the fill handle.

'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**.

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

If you establish a pattern by typing the full name in column C, Excel's Flash Fill feature will fill in the rest for you based on the pattern you provide. Enter the full name in cell C2, and press ENTER. **Go to Data > Flash Fill, or press Ctrl+E**. Excel will sense the pattern you provided in C2, and fill the cells below.