

# 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.

Turn on AutoComplete

On the Excel menu, click Preferences.

Under Formulas and Lists, click AutoComplete.

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

Benefits- This can save so much time and reduce data entry errors.

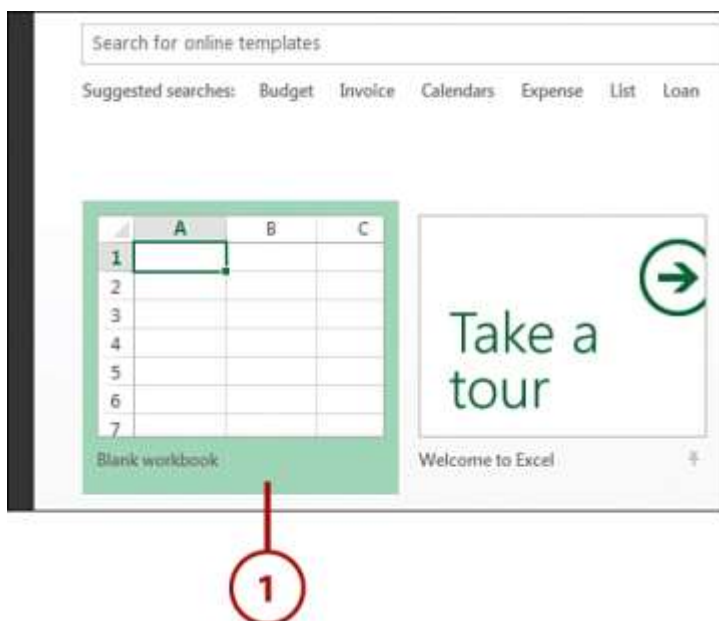
## **2. Explain working with workbooks and working with cells.**

Ans - An Excel file, often referred to as a workbook, contains one or more spreadsheets, or worksheets. Each box in the worksheet area is referred to as a cell. Each cell has a cell address, which is composed of a column reference and a row reference. The letters across the top of the worksheet make up the column reference. The numbers down the left side of the worksheet make up the row reference. For example, the address of the top, leftmost cell is A1. This is because the cell is located at the intersection of the A column and row 1.

By default, Excel 2013 opens a new workbook with one blank worksheet. You can add, delete, and rename worksheets within a workbook, as needed.

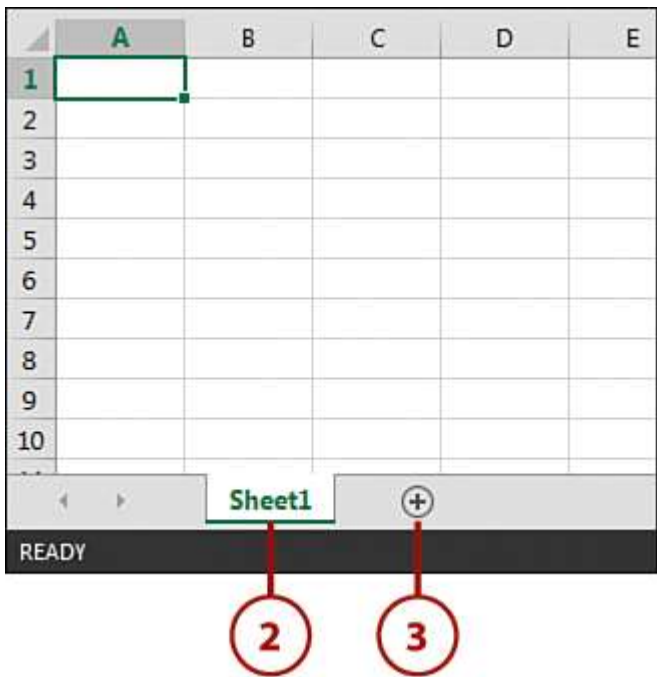
Explore Worksheets

Open Excel and open a new Blank workbook.

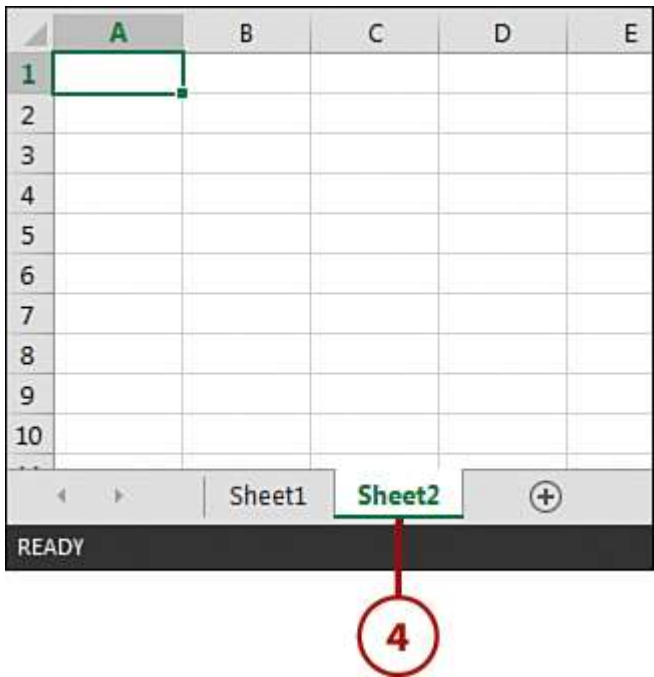


The workbook opens with one worksheet called Sheet1. This worksheet contains cells you can use to start entering and editing data.

Click the plus icon to add a new worksheet.



The new worksheet is added and named Sheet2. Each time you add a worksheet, Excel gives the worksheet a default name of Sheet XX, where XX is the next sequential number.

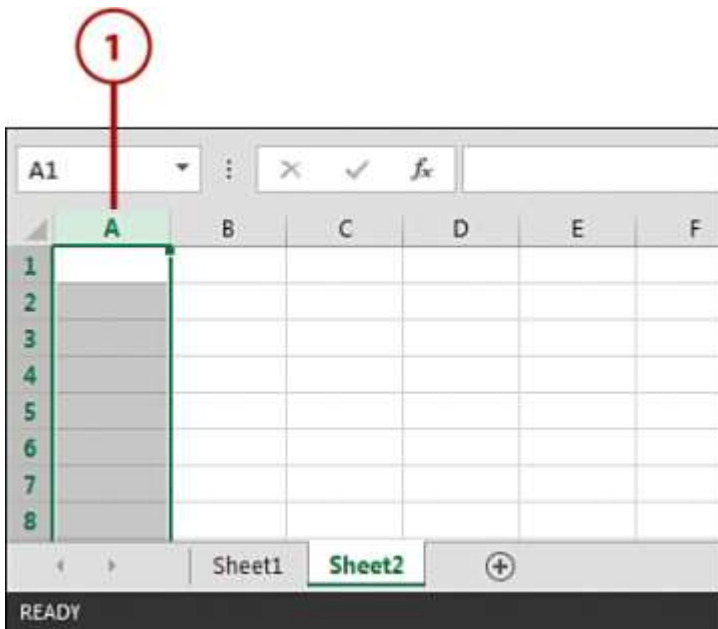


## Workbooks and Worksheets in Depth

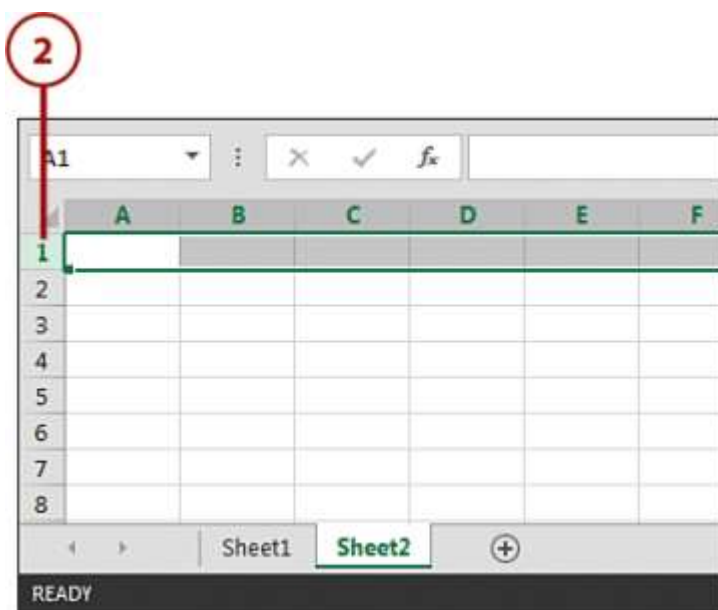
You read more about managing workbooks and worksheets in detail in Chapter 2.

### Explore Columns, Rows, and Cells

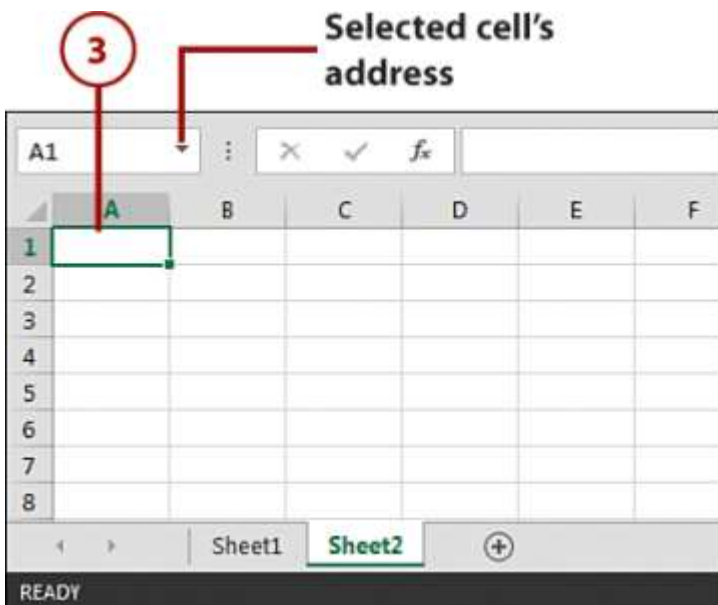
Click the column reference and observe how the entire column is selected.



Click the row reference and observe how the entire row is selected.



Click the cell intersecting at column A and row 1. You can select a single cell on the worksheet area.



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

Ans - Fill Handle in excel is used to fill up the data by creating a series of value that either follows a pattern or check if the values we entered are of series. It is very easy to implement. Fill Handle is available at the right bottom of any cell. Enter some values such as numbers or alphabets, or dates in at least 3 cells to have a pattern. Select the cells with values and then either drag the Fill Handle or double click will also work here.

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

Ans - 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.

Follow these steps:

Select the cell that has the formula you want to fill into adjacent cells.

Rest your cursor in the lower-right corner so that it turns into a plus sign (+), like this:

	A	B	C	D
1		Jan	Feb	TOTAL
2	Bikes	100	200	300
3	Toys	200	50	
4	Games	300	100	
5				

Drag the fill handle down, up, or across the cells that you want to fill. In this example, the figure here shows dragging the fill handle down:

	A	B	C	D
1		Jan	Feb	TOTAL
2	Bikes	100	200	300
3	Toys	200	50	
4	Games	300	100	
5				

When you let go, the formula gets automatically filled to the other cells:

	A	B	C	D
1		Jan	Feb	TOTAL
2	Bikes	100	200	300
3	Toys	200	50	250
4	Games	300	100	400
5				

To change how you want to fill cells, click the Auto Fill Options button  that appears after you finish dragging, and pick the option that want.

For more information about copying formulas, see Copy and paste a formula to another cell or worksheet.

Tips: You can also press Ctrl+D to fill the formula down in a column. First select the cell that has the formula you want to fill, then select the cells underneath it, and then press Ctrl+D.

You can also press Ctrl+R to fill the formula to the right in a row. First select the cell that has the formula you want to fill, then select the cells to the right of it, and then press Ctrl+R.

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

Ans - Flash Fill automatically fills your data when it senses 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.

Let's say column A contains first names, column B has last names, and you want to fill column C with first and last names combined. 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.

Start typing the next full name in cell C3. Excel will sense the pattern you provide, and show you a preview of the rest of the column filled in with your combined text.

To accept the preview, press ENTER.

	A	B	C
1	First Name	Last Name	Full Name
2	Jay	Shasthri	Jay Shasthri
3	Pratap	Pillai	Pratap Pillai
4	Madhu	Srivastava	Madhu Srivastava
5	Victoria	Marsh	Victoria Marsh
6	David	Pizarro	David Pizarro

If Flash Fill doesn't generate the preview, it might not be turned on. You can go to Data > Flash Fill to run it manually, or press Ctrl+E. To turn Flash Fill on, go to Tools > Options > Advanced > Editing Options > check the Automatically Flash Fill box.

**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**

Ans -

	A	B	C	D	E	F	G	H	I	J	K
1	Email ID	Address	First Name	Last Name	State	City	Pincode				
2	venkatesh.ier@gmail.com	MP,Bhopal,1234	venkatesh	iyer	MP	Bhopal	1234				
3	rashid.khan@gmail.com	Afganistan,xyz,4321									
4	sunil.narine@gmail.com	West,Indies,1212									
5	shardul.thakur@gmail.com	MH,Mumbai,7777									
6	rinku.singh@gmail.com	XY,Del,4567									
7	umesh.yadav@gmail.com	MH,Nagpur,8888									

Select cell c3 and press Ctrl + E

