**Excel Assignment - 8**

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

Ans: The AutoComplete feature in Excel is designed to save time and reduce errors by automatically suggesting and completing the remaining characters of a cell entry based on the initial characters typed. As you start typing a value in a cell, Excel looks for a matching entry in the column and provides a drop-down list with suggestions. This helps in entering repetitive data quickly and accurately.

*Benefits:*

Efficient data entry: Reduces the need to manually type repetitive information.

Accuracy: Minimizes errors by suggesting existing entries from the column.

Time-saving: Speeds up the data entry process.

2. Explain working with workbooks and working with cells.

Ans:

Workbooks: Workbooks are Excel files that contain one or more worksheets. They act as containers for organizing and managing data. You can create, open, save, and close workbooks to store and manipulate data.

Cells: Cells are the individual boxes in a worksheet where you can enter and manipulate data. Each cell is identified by a unique reference, such as "A1" or "B2." Cells can contain various types of data, including text, numbers, formulas, and functions.

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

Ans: The fill handle in Excel is a small square at the bottom-right corner of a selected cell or range. It is used to quickly fill data into adjacent cells by dragging the handle. This feature is handy for copying patterns, series, or quickly populating cells based on existing data.

4. Give some examples of using the fill handle.

Ans: Examples of Using Fill Handle:

* Fill Series: Type a starting value in a cell, grab the fill handle, and drag to fill a series (e.g., numbers, dates).
* Copy Formulas: Fill handle can be used to copy formulas across adjacent cells.
* AutoFill Options: Use the fill handle with the right-click to access AutoFill options like Fill Series, Fill Formatting Only, etc.

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

Ans: Flash Fill is a powerful feature in Excel that automatically fills values in a column based on patterns it recognizes in the data you've entered. It's particularly useful for extracting or manipulating data without using complex formulas.

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 :

