---------------------------------------------EXCELL ASSIGNMENT NO – 08-------------------------------------------------

Q.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.

Q.2) Explain working with workbooks and working with cells.

Working with workbooks: Excel files are called workbooks. Whenever you start a new project in Excel, you'll need to create a new workbook. You can choose to create a new workbook—either with a blank workbook or a predesigned template—or open an existing workbook.

Working with cells: You can perform several operations with cells in Excel, like changing the font style, font size, background colour, text alignment, format painter, wrap text, and conditional formatting. Excel provides the feature to select multiple cells at one time. A group of selected cells is collectively known as cell range.

Q.3) what is fill handle in Excel and why do we use it?

ANS: The Fill Handle is an Excel feature that enables us to bypass the copy and paste of each value into cells and uses patterns instead of filling out the information. This tiny cross is a versatile tool in the Excel suite to perform data entry, transformation, and many other applications. It is an inbuilt feature of Excel and does not require any manual steps to enable it.

Q.4) Give some examples of using the fill handle.

ANS:  Example1: 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.

Example2: Enter "5" in cell A1 and "10" in cell A3. After that, drag a box around cells A1 though A4 and then drag the fill handle down as far as you want. These actions make column A have 5, 10, 15, 20, 25, etc., with spaces between each cell.

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

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

The different ways to access flash fill are

a) You can also select the cells you want to flash fill. PRESS CTRL + E. make sure you enter something in first 1 or cells and then drag so that flash fill can follow certain pattern

b) You can also find Flash Fill in the default **Home** tab.  Go to **Home** → **Editing** → **Fill** → **Flash Fill**.

c) Open up your Excel software and go to **Data** → **Flash Fill**