

Advance Excel Assignment 8

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

Ans:- The Excel AutoComplete feature allows us to automate entering the same text into multiple cells.

With AutoComplete, we can enter the first few letters of a text entry into a cell, and Excel automatically completes the entry based on other entries that have already been in the current column:

Shortcut Key:- Alt + Down arrow key

2. Explain working with workbooks and working with cells.

Ans:- An Excel file, is also referred as a workbook, contains one or more spreadsheets, or worksheets. Each box in the worksheet area is referred to as a cell.

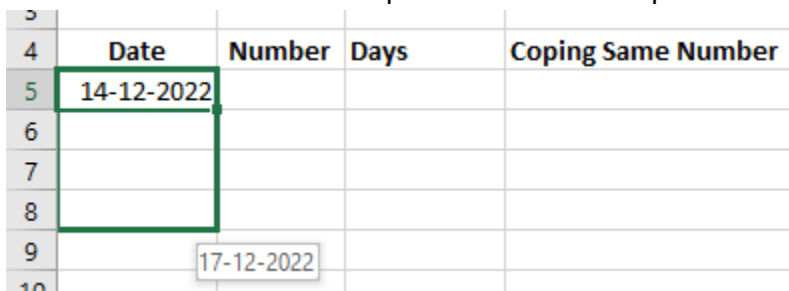
Each cell has a cell address, which is composed of a column reference and a row reference. Also the worksheet contains cells you can use to start entering and editing data.

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

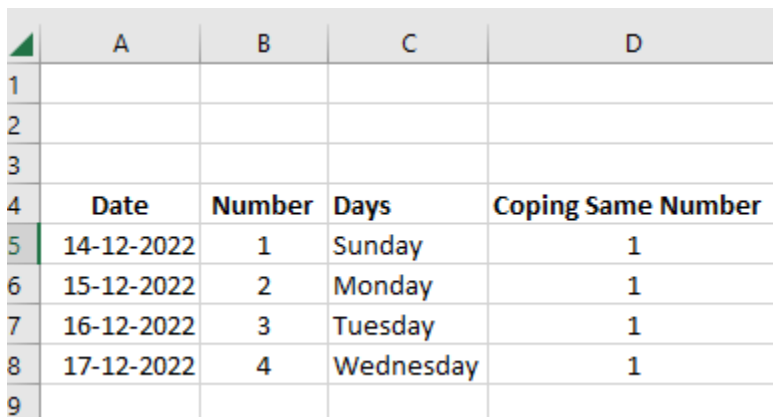
Ans:- Fill handle in excel can be defined as, it is a feature to extend (and fill) several numbers, dates, or even text to other cells. In the active cell of the spreadsheet, the fill handle is a small black box at the bottom-right corner.

4. Give some examples of using the fill handle.

Ans:- The Screenshot of the Examples of file handle is pasted below:-



	Date	Number	Days	Coping Same Number
5	14-12-2022			
6				
7				
8				
9				
10				



	A	B	C	D
1				
2				
3				
4	Date	Number	Days	Coping Same Number
5	14-12-2022	1	Sunday	1
6	15-12-2022	2	Monday	1
7	16-12-2022	3	Tuesday	1
8	17-12-2022	4	Wednesday	1
9				

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

Ans:- Excel Flash Fill is a special tool that analyzes the information we entering and automatically fills data when it identifies a pattern.

Shortcut Key :- Ctrl+E