

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. Excel has a feature that helps you automatically enter data. If you are entering a predictable series (e.g., 1, 2, 3...; days of the week; hours of the day) you can use the AutoFill command to automatically extend the sequence. You can also use this for formulas – set up the formula once, then use the AutoFill to propagate it to the other cells.

2. Explain working with workbooks and working with cells.

Ans: In Microsoft Excel, a workbook is a collection of one or more spreadsheets, also called worksheets, in a single file. Below is an example of a spreadsheet called "Sheet1" in an Excel workbook file called "Book1." Our example also has the "Sheet2" and "Sheet3" sheet tabs, which are also part of the same workbook

A cell is the intersection of a row and a column—in other words, where a row and column meet. Columns are identified by letters (A, B, C), while rows are identified by numbers (1, 2, 3). Each cell has its own name—or cell address—based on its column and row.

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

Ans: Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse. Here are the steps to use it:

- Select the data set.
- Hover the mouse over the bottom-right edge of the selection, you would see a plus icon appear.
- Click the left button on the mouse and drag it down. Excel identifies a pattern of the first 2 numbers (an increment of 1) and uses that to fill that entire series.

4. Give some examples of using the fill handle?

Ans: Some examples of using fill handle in excel:

- a. Autofill Numbers that Increment/Decrement by 1.
- b. Autofill Weekday Names
- c. Autofill Dates
- d. Auto Fill Options

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.

Different ways to access flash fill are:

- a. Flash Fill will work automatically after entering a few examples if it's enabled in the Excel options.
- b. Using the Flash Fill command from the ribbon from the data tab.
- c. Using the Flash Fill Keyboard Shortcut (CTRL+E).
- d. Using Flash Fill from the Fill Handle.
- e. Adding Flash Fill to the Quick Access Toolbar

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:

Book1 - Excel

FileHomeShivInsertPage LayoutFormulasDataReviewViewDeveloperHelpPower PivotTell me what you want to do

Get DataFrom Text/CSVRecent SourcesFrom WebExisting Connections

Queries & ConnectionsRefreshAllPropertiesEdit Links

SortFilterClearReapplyAdvanced

Text to ColumnsFlash FillRemove DuplicatesData Consolidate Relationships

Get & Transform DataQueries & ConnectionsSort & FilterData Tools

E3Kolkata

	A	B	C	D	E	F	G
1	MailId	Address	First Name	Last Name	City	State	Pincode
2	krishnaik@gmail.com	17th Floor tower A Brigade Signature Towers, Sannatammanahalli, Bengaluru, Karnataka-562129	Krish	Naik	Bengaluru	Karnataka	562129
3	anand.jha@gmail.com	XPQJ+PCX, Thigalarapalya, Krishnarajapura, Kolkata, West Bengal-700001	Anand	Jha	Kolkata	West Bengal	700001
4	sudhanshu.kumar@gmail.com	17th Floor tower A Brigade Signature Towers, Sannatammanahalli, Bengaluru, Karnataka-562129	Sudhanshu	Kumar	Bengaluru	Karnataka	562129
5	Shiv.jadhav@gmail.com	Sai Niwas Shelke Nagar Amonora Hills,Hadapsar, Pune, Maharashtra-411010	Shiv	Jadhav	Pune	Maharashtra	411010
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