**Excel Assignment - 8**

**1. What do you mean by AutoComplete feature in Excel and what are the**

**benefits of using this feature?**

Use the Auto Fill feature to fill cells with data that follows a pattern or are based on data in other cells. Note: This article explains how to automatically fill values into other cells. It does not explain how to enter data manually or simultaneously across multiple worksheet

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

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.

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

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.

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

If you dragged down to cell A50 and release the mouse button, cells A1 through A50 would now be sequentially numbered 1 to 50 without having to type each number individually. Another example of the fill handle is to enter "5" in cell A1 and "10" in cell A3.

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

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. Note: Flash Fill is only available in Excel 2013 and later.

**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

