

Excel Assignment - 8

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

Ans- This feature examines the contents of the active column in the data directly above and tries to anticipate what you are about to type. AutoComplete is the automatic filling in of your text when you start typing and is switched on by default.

Benefits of Autocomplete feature-

1. AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors.
2. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.
3. This can be very useful if you are entering data into a table containing duplicate entries.

2. Explain working with workbooks and working with cells.

Ans- An Excel file, often referred to as a *workbook*, contains one or more spreadsheets, or *worksheets*. If someone wanted to input different data, they could utilize different spreadsheets in the same document which would be a workbook. 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. By default, Excel 2013 opens a new workbook with one blank

worksheet. You can add, delete, and rename worksheets within a workbook, as needed.

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

Ans- The Fill handle is an Excel feature that is used to fill the data automatically with a specific pattern. You can extend a series of numbers, dates and text combinations to the desired number of cells. It is an inbuilt excel feature that is enabled by default and therefore does not involve any manual procedure to implement 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. Fill handle is a versatile tool in the excel suite that autocompletes various entries, transforms the data, and several other applications.

4. Give some examples of using the fill handle.

Ans- Autofill weekday names

A1				
	A	B	C	D
1	Weekdays			
2	Monday			
3	Tuesday			
4	Wednesday			
5	Thursday			
6	Friday			
7	Saturday			
8	Sunday			

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 you are entering and automatically fills data when it identifies a pattern.

Different ways to access the flashfill are-

1. Enter the data in the first cell and press Enter. Repeat the same for the second cell. Press the Flash Fill shortcut keys from your keyboard, i.e., Ctrl + E. All the data values will be automatically filled in down the column.

2. Insert a new column adjacent to the column with your source data. In the first cell of a newly added column, type the desired value. Start typing in the next cell, and if Excel senses a pattern, it will show a preview of data to be auto-filled in the below cells. Press the **Enter** key to accept the preview.

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-

	A	B	C	D	E	F	G
1	Mail Id	Address	First name	Last name	City	State	Pincide
2	john.baker@company.com	Mumbai, Maharashtra, 400008	Baker	John	Mumbai	Maharashtra	400008
3	sandra.cooper@company.com	Chandigarh, Punjab, 160017	Cooper	Sandra	Chandigarh	Punjab	160017
4	miles.jones@company.com	Pune, Maharashtra, 411002	Jones	Miles	Pune	Maharashtra	411002
5	amy.parker@company.com	Banglore, Karnataka, 560001	Parker	Amy	Banglore	Karnataka	560001
6	peter.smith@company.com	Ahemdabad, Gujrat, 380001	Smith	Peter	Ahemdabad	Gujrat	380001
7							
8							