

## ASSIGNMENT 8, 9 and 10

### 1. AutoComplete feature in excel:

It helps us quickly insert functions and arguments while minimizing typing and syntax errors. The autocomplete menu shows us available options based on context, and we can choose what we want to insert into our formula.

2. An excel file 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.

3. Fill handle in excel is used to quickly copy formulas into adjacent cells. When you drag the handle to other cells, excel will show different results for each cell.

### 4. Example of using fill handle:

Enter 5 in A1 and 10 in A2. After that drag a box around cells A1 through A2 and then drag the fill handle down as far as we want. These actions make column A have 5, 10, 15, 20, 25, 30 etc.

5. Flash fill is a feature in excel which automatically fills our data when it senses a pattern. For example, we can use flash fill to combine first and last names from two different columns, or use flash fill to extract the first three or last three digits from a number.

To use flash fill we can Go to Data > Flash fill to run it manually, or Press Ctrl + E.

### 6. The below image shows us the following:

Extracted first and last name from mail-id and extracted city, state and pincode from the full address using Flash fill.

MailID	Address	FirstName	LastName	State	City	Pincode
kirannya.madhu@gmail.com	672 Cerullo Rd, Apt.104 - Louisville, KY 40202	kirannya	madhu	KY	Louisville	40202
reji.naidu@gmail.com	3067 Lady Burg Dr. - Lamar, CO 81052	reji	naidu	CO	Lamar	81052
kiara.advani@gmail.com	4639 Kessla Way - Charleston, SC 294003136	kiara	advani	SC	Charleston	294003136
roopa.swaraj@gmail.com	4636 Goodwin Ave. - Pullman, WA 99163	roopa	swaraj	WA	Pullman	99163
shabna.salam@gmail.com	3067 Amber Rd. - Hudson, WI 54016	shabna	salam	WI	Hudson	54016
alina.furtado@gmail.com	1049 Bruce St., Apt D - Saint Louis, MO 63101	alina	furtado	MO	Saint Louis	63101

## ASSIGNMENT 9:

1. There are 4 margins we can specify: top, bottom, left and right. Each margin refers to the distance from the edge of the paper to where the information in our worksheet can be printed.

To set up margins for a worksheet choose Page Setup from the File menu, then a page setup dialog box will appear and in that make sure we select the margin tab. Now set up the margin as you need and look at the check boxes below to make sure our information is aligned in that direction.

2. To set a background for our table created in excel.

Select the worksheet we want to display with a sheet background. We need to make sure only one worksheet is selected. Go to the Page Layout tab, in the Page Setup group, click the background. Next we need to select the picture we want to use as a background and then click insert.

3. Freeze panes is a feature in spreadsheet applications which can be seen under the View tab. It is used to keep an area of a worksheet visible while we scroll to another area of a worksheet.

In the view tab we will see 3 variations of freeze panes which are freeze panes, freeze top row, freeze first column.

4. Different features available with freeze panes command are:

1. Freeze Panes: It freezes the rows as well as the columns.
2. Freeze Top Row: It freezes all the rows above the active cell.
3. Freeze First Column: It freezes all the columns to the left of the active cell.

5. Different sheet options present in excel.

Excel has all the basic and advanced options present on its ribbon. It can be accessed by going to Page Layout > sheet options. It mainly has four toggle options: two for Gridlines and two for Headings, and they can be turned on and off by selecting and deselecting the checkboxes.

Gridlines:

1. View: This option allows users to show/ hide gridlines within the active worksheet. Turning off this option removes the gridlines from the sheet and displays a blank Excel sheet.
2. Print: This option allows users to show/ hide gridlines on an Excel document that will be printed on paper.

Headings:

1. View: This option allows users to show/ hide headings within the active worksheet. Turning off this option removes the headings from the current sheet's headers and footers.
2. Print: This option allows users to show/ hide headings on an Excel document, which is to be printed on paper.

The above sheet options are worksheet-specific, and changes are only applied to the active worksheet.

In Excel, the right-click with the mouse button usually displays the context menu for the selected element. When we press the right-click on any Sheet tabs, Excel displays a list of options relevant to Excel sheets. The list includes various sheet options.

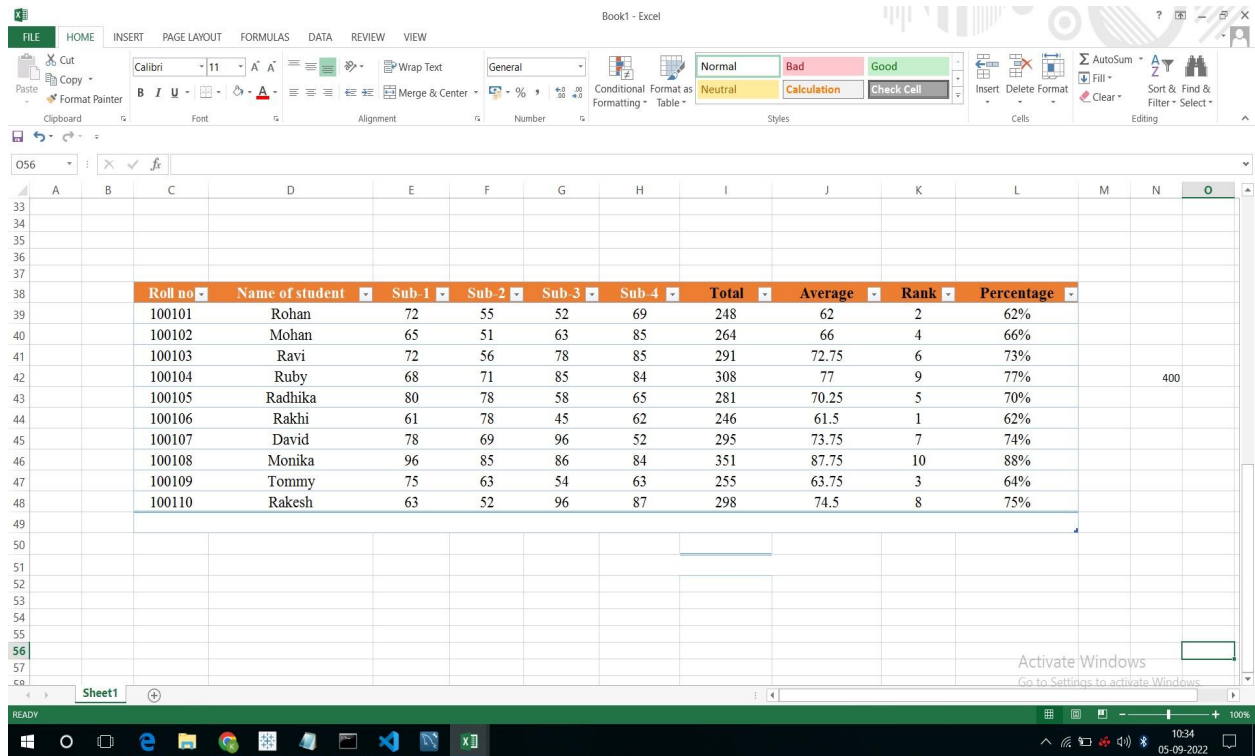
1. Insert: While working on Excel, we may sometimes need more sheets.
2. Delete: Excel also allows us to delete the undesired sheets from the workbooks. For instance, suppose that we only want to organize our data in a single sheet,

then deleting the remaining sheets will give a professional and clean look to our workbook.

3. **Rename:** Whenever we create a new Excel workbook, we usually get three excel sheets with default names, Sheet1, Sheet2, and Sheet3. Also, if we insert a new sheet, Excel follows the same order and inserts new sheets with names like Sheet4, Sheet5, etc. However, we can rename any worksheet and change the default sheet name to any desired name to better reflect its content.
4. **Protect sheet:** If we protect any desired sheet within the workbook, Excel restricts users from editing or deleting the specific sheet. To protect any particular sheet in an Excel workbook, we need to right-click on the desired sheet and select the 'Protect Sheet' option. Additionally, we can set a password that will restrict others from unlocking or unprotecting the sheet.
5. **Tab color:** The sheet tabs can be colored with the desired color. We can change the default sheet tab's color by using this option. Using any specific color on any particular sheet's tab helps us easily navigate to that sheet among various worksheets.
6. **Hide:** There may be cases when we don't want to show any specific sheet to others, but it has important data in context to other sheets. It is good to hide the specific sheet in such a case, and there will be no effect on the referencing data.
7. **Select All Sheets:** If we want to select all the workbook sheets at once, we can click on the 'Select All Sheets' option from the list. Once all the sheets are selected, we can perform some specific tasks on all the selected sheets at once.

## ASSIGNMENT 10:

1, 2, 3, 4, 5:



Roll no	Name of student	Sub-1	Sub-2	Sub-3	Sub-4	Total	Average	Rank	Percentage
100101	Rohan	72	55	52	69	248	62	2	62%
100102	Mohan	65	51	63	85	264	66	4	66%
100103	Ravi	72	56	78	85	291	72.75	6	73%
100104	Ruby	68	71	85	84	308	77	9	77%
100105	Radhika	80	78	58	65	281	70.25	5	70%
100106	Rakhi	61	78	45	62	246	61.5	1	62%
100107	David	78	69	96	52	295	73.75	7	74%
100108	Monika	96	85	86	84	351	87.75	10	88%
100109	Tommy	75	63	54	63	255	63.75	3	64%
100110	Rakesh	63	52	96	87	298	74.5	8	75%

In the above image we have created a table with Font – ‘Times New Roman’, Size – 14, and Color of first line Orange.

Next we used SUM and AVG formulas to calculate the total and average mark of each student. And finally calculated the rank and percentage for each student.