**Advanced Excel Assignment 8**

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

AutoComplete is a feature in Excel that predicts or suggests text or values based on the input provided by the user.

Benefits of using AutoComplete:

Saves time by reducing the need to type repetitive text or values.

Helps in maintaining consistency and accuracy by suggesting existing entries.

Enhances efficiency in data entry tasks, especially when working with large datasets.

Reduces the chances of errors by minimizing manual input.

2. Explain working with workbooks and working with cells.

Working with workbooks: Workbooks are the primary documents in Excel that contain multiple worksheets. You can create, open, save, and close workbooks using Excel's interface. Additionally, you can organize and manage worksheets within a workbook, perform calculations, create charts, and apply formatting to data.

Working with cells: Cells are the individual units within a worksheet where you enter and manipulate data. You can select cells by clicking on them, enter data or formulas, apply formatting, and perform various operations such as sorting, filtering, and calculating within cells. Excel provides a wide range of functions and features to work with cells effectively, such as data validation, conditional formatting, and cell referencing.

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

The fill handle is a small square located in the bottom-right corner of the selected cell(s) in Excel. It is used to quickly fill data into adjacent cells based on a pattern or series. The fill handle allows users to copy and extend data sequences, formulas, or formats across rows or columns with ease.

4. Give some examples of using the fill handle.

Copying a series of numbers or dates: Enter the starting value in a cell, click and drag the fill handle across the adjacent cells to fill them with the series.

Replicating formulas: Enter a formula in a cell, use the fill handle to copy and paste the formula into adjacent cells, automatically adjusting cell references as needed.

Auto-filling text or patterns: Enter a text or pattern in a cell, use the fill handle to extend the sequence horizontally or vertically across adjacent cells.

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

Flash Fill is a feature in Excel that automatically detects patterns in data entry and fills in values or formats based on the recognized pattern. It is useful for quickly extracting, combining, or formatting data without the need for complex formulas or manual entry. Ways to access Flash Fill:

Type the desired pattern in adjacent cells and press Ctrl + E to activate Flash Fill.

Go to the "Data" tab in the Excel ribbon, click on "Flash Fill" in the "Data Tools" group.

Use the keyboard shortcut Ctrl + E after entering the desired pattern in adjacent cells.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mail Id | Address | First Name | Last Name | State | City | Pincode |
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