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. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

AutoComplete is a feature in Excel that helps you quickly enter data by suggesting text or values based on what you have typed previously. This feature works by recognizing patterns in your data and then suggesting text or values that match those patterns as you type.

For example, if you have a list of names in your worksheet and you start typing a name, Excel will automatically suggest the names that match what you have typed. This can save you time and help reduce errors, as you don't have to type out the full name or value each time.
The benefits of using the AutoComplete feature in Excel include:

Time-saving: AutoComplete can save you time by suggesting text or values as you type, which can help you complete your work more quickly.

Reduced errors: By suggesting text or values that match what you have typed, AutoComplete can help reduce errors that can occur when manually entering data.

Consistency: AutoComplete can help ensure consistency in your data by suggesting values or text that match what you have used previously.

Efficiency: AutoComplete can make data entry more efficient by reducing the need for manual typing and reducing the likelihood of mistakes.

2. Explain working with workbooks and working with cells.
Ans:
Working with Workbooks:

A workbook is a file that contains one or more worksheets. To create a new workbook in Excel, you can click on the "New Workbook" button on the home screen, or you can go to the "File" menu and select "New". Once you have a workbook open, you can add or delete worksheets by clicking on the plus (+) icons at the bottom of the screen. You can also rename the worksheets by double-clicking on the sheet name.

To save a workbook, you can go to the "File" menu and select "Save" or "Save As". "Save" will save changes to the existing file, while "Save As" will allow you to save the file under a different name or in a different location.
You can also close a workbook by clicking on the "X" icon in the top right corner of the window or by going to the "File" menu and selecting "Close".

Working with Cells:

Cells are the individual squares that make up a worksheet. To enter data into a cell, simply click on the cell and begin typing.

You can also use the formula bar at the top of the screen to enter data into a cell. To move to a different cell, use the arrow keys or click on the desired cell.

You can format cells in a variety of ways, including changing the font, font size, and font color. You can also add borders or shading to cells. To format cells, select the cells you want to format and use the formatting options in the "Home" tab.

You can perform calculations on cells by using formulas. Formulas are equations that perform calculations on the data
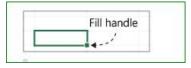
in the cells. To enter a formula, start with the equals (=) sign and then type the formula.

For example, to add the values in cells A1 and A2, you would enter "=A1+A2". Excel also provides a variety of built-in functions that you can use in your formulas, such as SUM, AVERAGE, and MAX.

3. What is fill handle in Excel and why do we use it?
Ans: The Fill Handle is a small square located in the bottom-right corner of a selected cell or range of cells in Excel. It is used to quickly fill adjacent cells with a series of values or to copy a formula or pattern into adjacent cells.
To use the Fill Handle in Excel, you simply click and drag the Fill Handle over the range of cells that you want to fill. When you release the mouse button, Excel will automatically fill in the remaining cells based on the pattern or values in the selected cells.

4. Give some examples of using the fill handle.
Ans: The Fill Handle can be used in several ways, including:

Filling in a series: You can use the Fill Handle to fill in a series of numbers, dates, or text values. For example, you can start with the number 1 in a cell and then drag the Fill Handle to fill in the numbers 2, 3, 4, and so on.

Copying formulas: You can use the Fill Handle to copy a formula or pattern into adjacent cells. For example, if you have a formula in cell A1 that calculates the sum of two numbers, you can drag the Fill Handle to copy the formula into adjacent cells and automatically update the cell references.

Formatting cells: You can use the Fill Handle to quickly copy formatting from one cell to another. For example, if you have a cell with bold text and a colored background, you can drag the Fill Handle to apply the same formatting to adjacent cells.

The Fill Handle is a powerful tool in Excel that can help you work more efficiently by quickly filling in data, copying formulas, or applying formatting to multiple cells at once.

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.

1.Excel Flash Fill shortcut
Those of you who prefer working from a keyboard most of the time, can run Flash Fill with this key combination: Ctrl + E

2.Usually Flash Fill starts automatically, and you only need to provide a pattern. Here's how:
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. Done!

Sales Person	Geography	Product	Date	Amount	Boxes	First Name	Last Name
Dennison Crosswaite	UK	Almond Choco	01-01-2021	$2,037	422	Dennison	Crosswaite
Kelci Walkden	India	Almond Choco	01-01-2021	$6,160	126	Kelci	Walkden
Gigi Bohling	Canada	Caramel Stuffed Bars	01-01-2021	$1,442	200	Gigi	Bohling
Madelene Upcott	India	Eclairs	01-01-2021	$6,979	252	Madelene	Upcott
Oby Sorrel	USA	Manuka Honey Choco	01-01-2021	$966	71	Oby	Sorrel
Brien Boise	USA	After Nines	01-01-2021	$7,924	124	Brien	Boise
Jan Morforth	New Zealand	Spicy Special Slims	01-01-2021	$2,996	88	Jan	Morforth
Marney O'Breen	USA	85% Dark Bars	01-01-2021	$1,981	471	Marney	O'Breen
Gigi Bohling	Canada	Eclairs	01-01-2021	$1,456	10	Gigi	Bohling
Andria Kimpton	USA	White Choc	01-01-2021	$5,257	577	Andria	Kimpton
Kelci Walkden	Australia	Smooth Sliky Salty	01-01-2021	$4,767	189	Kelci	Walkden
Barr Faughny	Canada	White Choc	01-01-2021	$4,718	67	Barr	Faughny
Barr Faughny	UK	Orange Choco	01-01-2021	$9,303	82	Barr	Faughny
Barr Faughny	USA	Mint Chip Choco	01-01-2021	$14	1	Barr	Faughny
Husein Augar	UK	Caramel Stuffed Bars	01-01-2021	$7,518	9	Husein	Augar
Barr Faughny	Canada	Eclairs	01-01-2021	$7,651	288	Barr	Faughny
Ches Bonnell	USA	Eclairs	01-01-2021	$2,359	125	Ches	Bonnell
Jan Morforth	Canada	85% Dark Bars	01-01-2021	$70	396	Jan	Morforth

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

Separating eamilld into First Name, Last Name & Address into City, State and Zip Code

email_id	First Name	Last Name	Address	City	State	Zip Code
KelciWalkden@gmail.com	Kelci	Walkden	269 Market Drive,Morgantown, TX, 75001	Morgantown	TX	75001
DennisonCrosswaite@gmail.com	Dennison	Crosswaite	801 Columbia Rd, Brooklyn, NY, 13120	Brooklyn	NY	13120
KelciWalkden@gmail.com	Kelci	Walkden	270 4th Ave, Augusta, GA, 31312	Augusta	GA	31312
GigiBohling@gmail.com	Gigi	Bohling	1414 Newport Ave, Fall River, WV, 27156	Fall River	WV	27156
MadeleneUpcott@gmail.com	Madelene	Upcott	36 Railroad Ave, Lansing, MI, 89102	Lansing	MI	89102
ObySorrel@gmail.com	Oby	Sorrel	2036 Grove Street, Dallas, TX, 75123	Dallas	TX	75123
BrienBoise@gmail.com	Brien	Boise	1336 3rd Ave,- Liverpool, NY, 13010	Liverpool	NY	13010