

**Excel Assignment - 8**

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

Ans: AutoComplete feature that which shows the list of suggestion that match then we can select the suggestion that we want and then it automatically fill the rest values.

It is used to save time, reduces errors, avoid repeated task.

2.Explain working with workbooks and working with cells.

Ans: Workbooks is like file where we work in excel and it can have one or more than one worksheet, Where as cells are the rectangular shape box where we insert the data, worksheet consists many cells in rows and columns, Cells orgnanised into column and rows.

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

Ans: Fill handle is used to quickly copy formula into adjacent cells.

It save time, and avoid repeat task and auto follow the pattern.

1. Give some examples of using the fill handle.

Ans: Autofilling a pattern, Auto filling formula and Auto filling series of numbers, dates and months etc

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

Ans: Flash fill is a feature in excel that automatically fill the values in the column based on pattern

We can use it by Going on Data ribbon then Flash fill function and short is Ctrl + E.

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: 

