



## **Excel Assignment - 8**

### **1. What do you mean by AutoComplete feature in excel and what are the benefits of using this features?**

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 also called AutoFill

**Benefits** - Use the Auto Fill or AutoComplete feature to fill cells with data that follows a pattern or are based on data in other cells.

### **2. Explain working with workbooks and working with cells?**

Whenever you save an Excel file to your computer, or save it using any other method, it's saved as a workbook. A workbook is made up of worksheets. In other words, worksheets are stored in workbooks, and workbooks are the files that you actually save.

1. Open excel workbook.
2. The workbook opens with one worksheet called Sheet1. This worksheet contains cells you can use to start entering and editing data
3. Click the plus icon to add a new worksheet.
4. The new worksheet is added and named Sheet2. Each time you add a worksheet, Excel gives the worksheet a default name of Sheet XX, where XX is the next sequential number.

### **3. What is fill handle in excel and why do you we use it?**

A fill handle is a feature to extend (and fill) several numbers, dates, or even text to other cells.

To use the fill handle, move your mouse pointer to the right bottom corner of the cell; it will change into a tiny + (cross) sign. Drag the cross sign, and if Excel recognizes the pattern, it will autofill the cells with the updated data. Else it will copy the same data in all the dragged cells

### **4. Give some examples of using the fill handle?**

If you have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, you can simply enter the first two numbers and use the fill handle to do the rest.

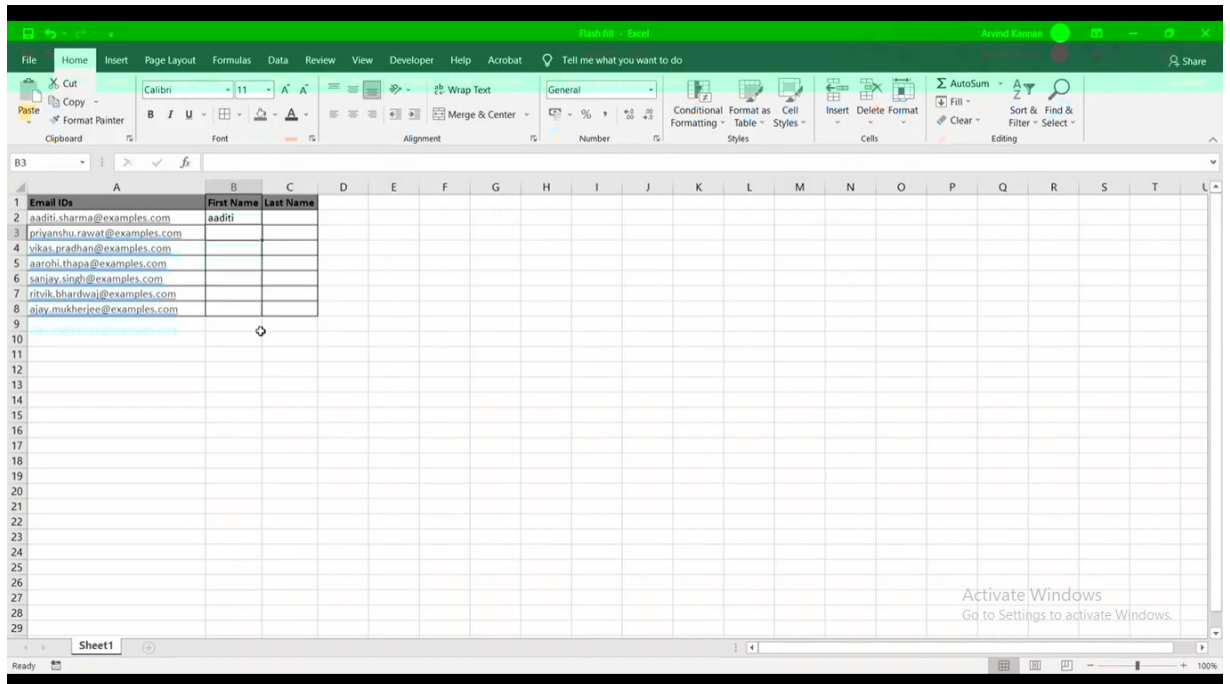
### **5. Describe flash fill and what are the different way to access the flash fill are?**

Flash Fill is one of the most amazing features of Excel. It grabs a tedious task that would take hours to be performed manually and executes it automatically in a flash (hence the name). And it does so quickly and simply without you having to do a thing.

You can go to Data > Flash Fill to run it manually, or press Ctrl+E. To turn Flash Fill on, go to Tools > Options > Advanced > Editing Options > check the Automatically Flash Fill box

- 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.**

[illegible]



Press Control+E



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