

## Excel Assignment - 8

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

**Ans:** AutoComplete will help us in entering data or insert function automatically wherever required.

It will minimize the typing & working time, skip the errors.

2. Explain working with workbooks and working with cells?

**Ans:** Workbooks are made with Worksheets, when you open the workbook, one worksheet will open by default. Worksheets can be seen as sheet tabs, which consists of number of tabs, ribbon, groupings, formula bar, active cell name. In cells, we can input various data such as number, text, formula to sum/average/count etc. With those data, we can analyze and determine the result of raw data.

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

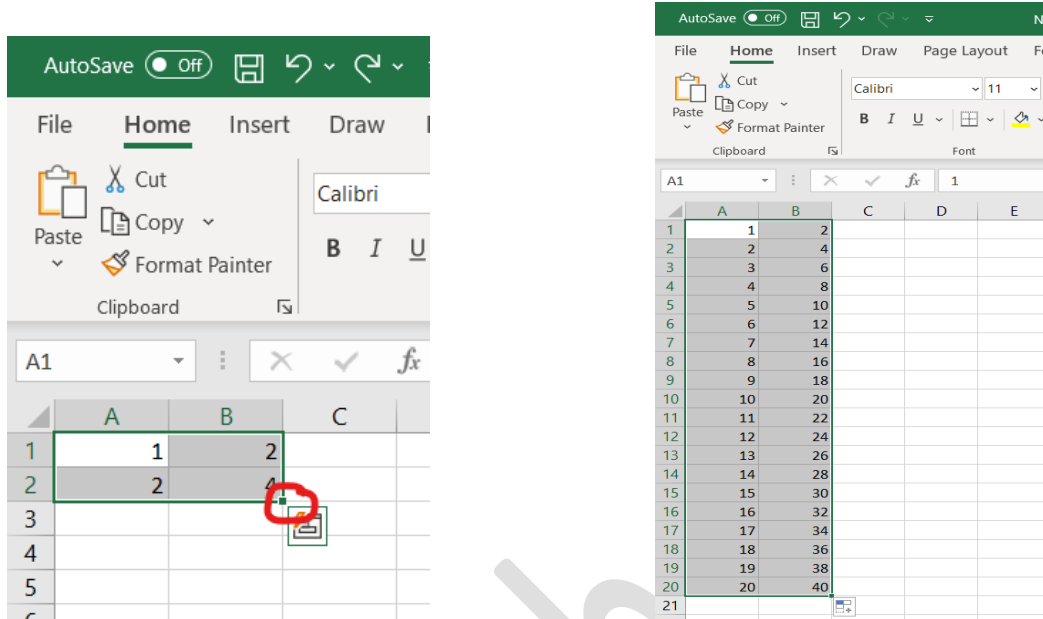
**Ans:** When a cell or range of cells is chosen in Excel, a little rectangular widget known as the fill handle becomes visible. The fill handle may be filled in by dragging the cross icon that appears when the cursor is placed over it.

Depending on the data in the specified cell or range, the fill handle behaves in different ways:

1. If formula are present in the specified range, references are modified and the formulas are transferred to new places.
2. Data are copied whenever the specified range comprises text or values that lack any clear structure.
3. If there is a recognized pattern in the text or numbers in the specified range, the pattern is carried on.

4. Give some examples of using the fill handle.

**Ans: Series Number:** Input data in first two rows in series/even or odd – if you drag down with this circled rectangular then you will find the result mentioned below.

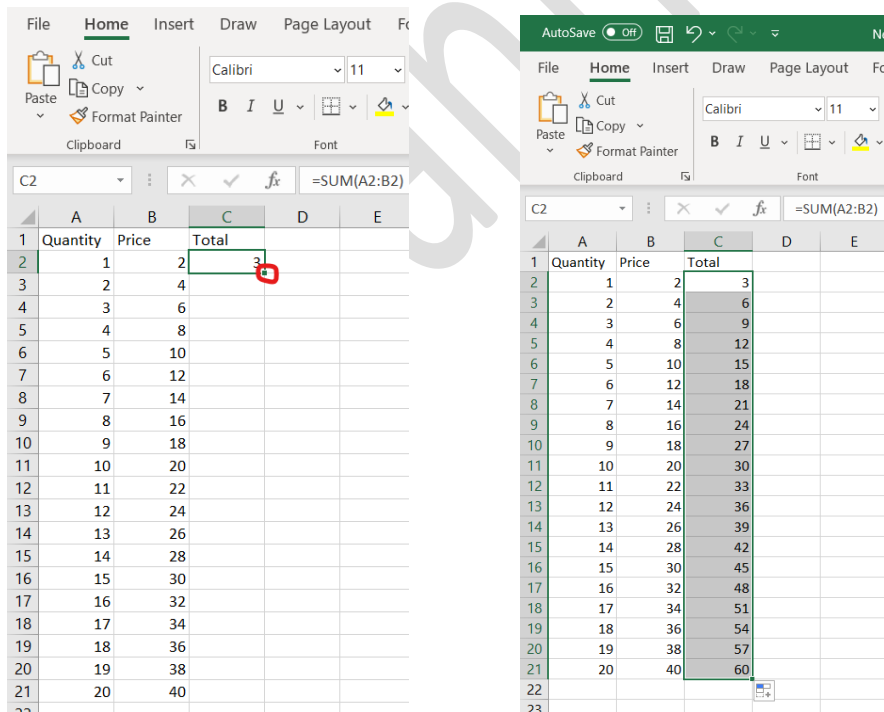


	A	B
1	1	2
2	2	4
3		
4		
5		

	A	B
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10
6	6	12
7	7	14
8	8	16
9	9	18
10	10	20
11	11	22
12	12	24
13	13	26
14	14	28
15	15	30
16	16	32
17	17	34
18	18	36
19	19	38
20	20	40

**Duplicate the Formula:** Here, I made with sum formula for total, then I double click on rectangular to duplicating the formula till the extent of the table I created.



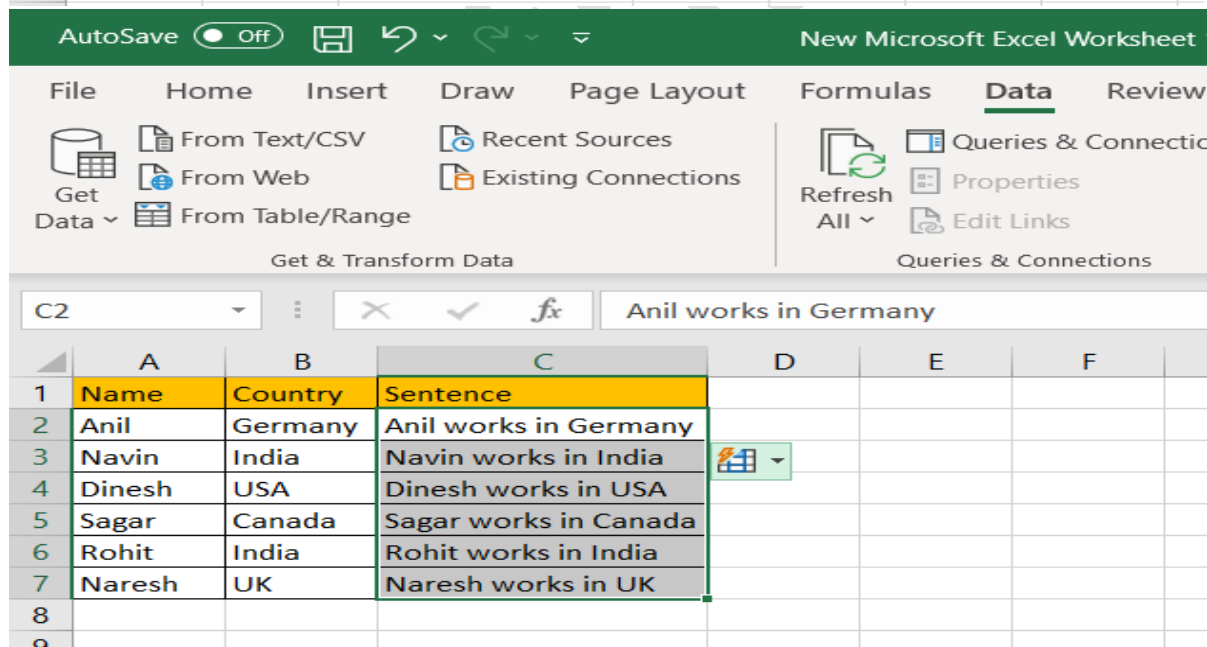
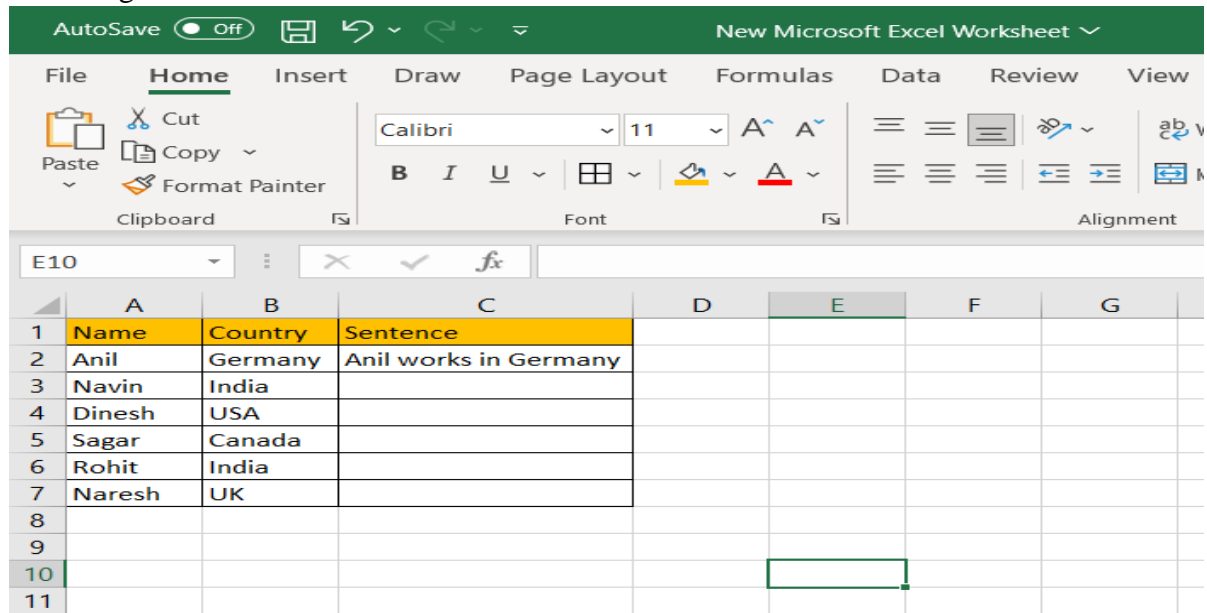
	A	B	C
1	Quantity	Price	Total
2	1	2	3
3	2	4	
4	3	6	
5	4	8	
6	5	10	
7	6	12	
8	7	14	
9	8	16	
10	9	18	
11	10	20	
12	11	22	
13	12	24	
14	13	26	
15	14	28	
16	15	30	
17	16	32	
18	17	34	
19	18	36	
20	19	38	
21	20	40	

	A	B	C
1	Quantity	Price	Total
2	1	2	3
3	2	4	6
4	3	6	9
5	4	8	12
6	5	10	15
7	6	12	18
8	7	14	21
9	8	16	24
10	9	18	27
11	10	20	30
12	11	22	33
13	12	24	36
14	13	26	39
15	14	28	42
16	15	30	45
17	16	32	48
18	17	34	51
19	18	36	54
20	19	38	57
21	20	40	60

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

Ans: Flash fill is the feature which automatically fills the data which will allow you to combine, extract or transform the data. For example, separating the first and last name or combining the name to get full name or to make a sentence of two different columns like mentioned below.



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, Pin code.

Ans:

**Before applying Flash fill.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Email ID	Address	First Name	Last Name	City	State	Pincode							
2	anilkumar.panthagani@gmail.com	Sedanstrasse, Stuttgart, 70190, Germany												
3	navin.dusa@gmail.com	Shirdi, Maharashtra, 423109, India												
4	dinesh.bhairi@gmail.com	Detroit, Michigan, 48202, USA												
5	rohit.dasari@gmail.com	Mumbai, Maharashtra, 400026, India												
6	naresh.gundeti@gmail.com	Aysgarth Walk, Leeds, LS9 9HH, UK												
7	sagar.parmel@gmail.com	Sudbury, Ontario, P3C 2J4, Canada												

**After applying Flash fill.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Email ID	Address	First Name	Last Name	City	State	Pincode							
2	anilkumar.panthagani@gmail.com	Sedanstrasse, Stuttgart, 70190, Germany	Anilkumar	Panthagani	Sedanstrasse	Stuttgart	70190							
3	navin.dusa@gmail.com	Shirdi, Maharashtra, 423109, India	Navin	Dusa	Shirdi	Maharashtra	423109							
4	dinesh.bhairi@gmail.com	Detroit, Michigan, 48202, USA	Dinesh	Bhairi	Detroit	Michigan	48202							
5	rohit.dasari@gmail.com	Mumbai, Maharashtra, 400026, India	Rohit	Dasari	Mumbai	Maharashtra	400026							
6	naresh.gundeti@gmail.com	Aysgarth Walk, Leeds, LS9 9HH, UK	Naresh	Gundeti	Aysgarth Walk	Leeds	LS9 9HH							
7	sagar.parmel@gmail.com	Sudbury, Ontario, P3C 2J4, Canada	Sagar	Parmel	Sudbury	Ontario	P3C 2J4							