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

ANS:- The AutoComplete feature in Excel is a tool that predicts and suggests the complete text of an entry in a cell based on the data already entered in the same or adjacent columns. When you start typing a value or text in a cell, Excel uses its algorithms to match the entry with the previous data and provides suggestions to complete the word or value. This feature saves time and effort while entering data and reduces the chances of errors.

The benefits of using the AutoComplete feature in Excel are:

i. Time-saving: With this feature, you can quickly complete repetitive entries without having to type out the full text. It saves time and increases productivity.
ii. Accuracy: The AutoComplete feature reduces the chances of spelling errors, typos, and other mistakes that can occur while manually entering data.
iii. Consistency: By providing suggestions based on the previous data, this feature ensures consistency in the entries.
iv. Ease of use: The AutoComplete feature is easy to use and requires no additional effort. It is a built-in tool in Excel and can be accessed with a few clicks.
v. Improved efficiency: By making data entry faster and more accurate, this feature helps improve the overall efficiency of data management in Excel.

2. Explain working with workbooks and working with cells.

ANS:- Working with workbooks:

A workbook is an Excel file that contains one or more worksheets. Working with workbooks involves creating, saving, opening, and managing Excel files.

To create a new workbook, you can click on File > New or use the keyboard shortcut Ctrl+N. To save a workbook, click on File > Save or use the shortcut Ctrl+S. You can also use the Save As option to save the file with a different name or in a different location.

To open an existing workbook, click on File > Open or use the shortcut Ctrl+O. Once the workbook is open, you can switch between worksheets by clicking on the tabs at the bottom of the screen. You can also add or delete worksheets by right-clicking on the worksheet tab and selecting the appropriate option.

Working with cells:

A cell is a rectangular box on a worksheet where you can enter data, such as text, numbers, and formulas. Working with cells involves selecting, formatting, and entering data into cells.

To select a cell, simply click on it. To select multiple cells, click and drag the cursor over the cells you want to select or hold down the Ctrl key and click on each cell. To format a cell, right-click on it and select Format Cells, or use the keyboard shortcut Ctrl+1.

To enter data into a cell, click on the cell and start typing. You can also enter data into multiple cells at once by selecting the cells and typing the data. To edit the contents of a cell, double-click on it or press F2. To delete the contents of a cell, select the cell and press the Delete key.

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

ANS:- The fill handle is a small black square at the bottom-right corner of a selected cell or range of cells in Excel. When you drag the fill handle, Excel automatically fills the cells with a series of values or copies the contents of the selected cells to adjacent cells based on the pattern you create.

There are several ways you can use the fill handle in Excel:

Fill series: You can use the fill handle to fill a series of numbers, dates, or other data. For example, if you type "1" in a cell and "2" in the cell below it, you can select both cells and drag the fill handle down to fill the remaining cells with the series "3", "4", "5", and so on.

Copy formula: If you have a formula in a cell, you can use the fill handle to copy the formula to adjacent cells. Excel will automatically adjust the cell references in the formula based on the position of the copied cell.

Copy formatting: You can use the fill handle to copy formatting from one cell to adjacent cells. For example, if you have a cell with bold text and a red background, you can select the cell and drag the fill handle to apply the same formatting to adjacent cells.

Auto-fill: You can use the fill handle to quickly enter commonly used text or values. For example, if you type "Monday" in a cell and "Tuesday" in the cell below it, you can select both cells and drag the fill handle down to automatically fill the remaining cells with the days of the week.

4. Give some examples of using the fill handle.

ANS:-

i.   Fill a series of numbers or dates: If you want to fill a column with a series of numbers or dates, you can start by entering the first value in the first cell, then select the cell and drag the fill handle down or across to fill the remaining cells in the series.

ii.   Copy a formula: If you have a formula in one cell that you want to apply to a range of cells, you can select the cell with the formula, then drag the fill handle across or down to copy the formula to adjacent cells. Excel will automatically adjust the cell references in the formula based on the relative position of the copied cells.

iii.   Auto-fill weekdays: If you have a column of dates and you want to fill a neighboring column with the corresponding weekdays, you can start by typing the weekday for the first date (e.g., "Monday") in the first cell of the column, then select the cell and drag the fill handle down to auto-fill the weekdays for the remaining dates.

iv.   Copy formatting: If you have a cell with a particular formatting style that you want to apply to a range of cells, you can select the formatted cell, then drag the fill handle over the range of cells you want to format. Excel will apply the same formatting style to each cell in the range.

v.   Auto-fill with text: If you have a column of data that includes a specific keyword or phrase that you want to repeat, you can start by typing the text in the first cell, then select the cell and drag the fill handle down to auto-fill the same text in the remaining cells in the column.

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

ANS:- Flash Fill is a data formatting feature in Microsoft Excel that allows users to extract or rearrange data based on a pattern. It automatically fills values in a column based on the examples provided by the user.

For example, if you have a column of full names and want to extract the first names, you can enter the first name in the adjacent column, and Excel will automatically fill in the remaining first names based on the pattern it recognizes. This can save a lot of time when working with large amounts of data.

There are several ways to access Flash Fill in Excel:

i.   Using the Flash Fill button: When you start typing in the adjacent column, Excel will suggest a Flash Fill button. You can click on this button, and Excel will automatically fill in the remaining values based on the pattern.

ii. Using the keyboard shortcut: To use the keyboard shortcut, press Ctrl+E after you have entered the first value in the adjacent column.

iii. Using the ribbon: You can also access Flash Fill from the ribbon by going to the Data tab and selecting the Flash Fill option.

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:-