

## **Excel Assignment – 8**

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

Ans. - Microsoft Office Excel completes text entries that you start to type in a column of data - if the first few letters that you type match an existing entry in that column. If you want to stop automatic completion, you can turn this option off.

Que.2) Explain working with workbooks and working with cells.

Ans.- Excel is an incredibly powerful tool for getting meaning out of vast amounts of data. But it also works really well for simple calculations and tracking almost any kind of information. The key for unlocking all that potential is the grid of cells. Cells can contain numbers, text, or formulas. You put data in your cells and group them in rows and columns. That allows you to add up your data, sort and filter it, put it in tables, and build great-looking charts.

We can put different categories of data in different worksheets and a combination of worksheets are called workbook.

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

Ans. -Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse.

Here are the steps to use it:

- i) Select the data set.
- ii) Hover the mouse over the bottom-right edge of the selection, you would see a plus icon appear.
- iii) Click the left button on the mouse and drag it down. Excel identifies a pattern of the first 2 numbers (an increment of 1) and uses that to fill that entire series.

Que.4) Give some examples of using the fill handle.

Ans. - Some examples of using fill handle in excel:

- i) Autofill Numbers that Increment/Decrement by 1.
- ii) Autofill Weekday Names
- iii) Autofill Dates
- iv) Auto Fill Options

Que.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.

Different ways to access flash fill are:

- a. Flash Fill will work automatically after entering a few examples if it's enabled in the Excel options.
- b. Using the Flash Fill command from the ribbon from the data tab.
- c. Using the Flash Fill Keyboard Shortcut (CTRL+E).
- d. Using Flash Fill from the Fill Handle.
- e. Adding Flash Fill to the Quick Access Toolbar

Que.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. -

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Queries & Connections		Data Types		Sort & Filter		Text to Columns Flash Fill	
H8							
	A	B	C	D	E	F	G
1	Mail ID	Address	First Name	Last Name	State	City	Pincode
2	<a href="mailto:raju.srivastava@gmail.com">raju.srivastava@gmail.com</a>	126, Exitica Enclave, Mumbai, Maharastra-200150	Raju	Srivastava	Maharastra	Mumbai	2001
3	<a href="mailto:krish.naik@ineuron.ai">krish.naik@ineuron.ai</a>	510, Priyadarshini Colony, Lucknow, Uttar Pradesh-226002	Krish	Naik	Uttar Prades	Lucknow	2260
4	<a href="mailto:sudhanshu.kumar@ineuron.ai">sudhanshu.kumar@ineuron.ai</a>	B-52, Aliganj, Lucknow, Uttar Pradesh-226002	Sudhanshu	Kumar	Uttar Prades	Lucknow	2260
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