Excel Assignment - 8

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

AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows available options based on context and can choose what want to insert into a formula.

2. Explain working with workbooks and working with cells.

An Excel file, often referred to as a workbook, contains one or more spreadsheets, or worksheets. Each box in the worksheet area is referred to as a cell. Each cell has a cell address, which is composed of a column reference and a row reference.

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

You can quickly copy formulas into adjacent cells by using the fill handle. When you drag the handle to other cells, Excel will show different results for each cell. 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.

"Fill Handle" is a tool that you can use to autocomplete lists in Excel. For example, if you must 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 the different ways to access the flash fill are.

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.

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

Address	First Name	Last Name	City	State	Pin Code
Patiala Punjab 530007	bhavana	pilli	Patiala	Punjab	530007
Solapur Maharashtra 530008	sudha	ujju	Solapur	Maharashtra	530008
Munnar Kerala 530013	srikar	raj	Munnar	Kerala	530013
Solapur Maharashtra 530008	jakson	wang	Solapur	Maharashtra	530008