

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

Benefits- Autocomplete minimizes the number of characters a user has to type, thus reducing the potential for errors. In fact, we've heard from more than a few people around the office they use Google as a method of spell check!

2. Explain working with workbooks and working with cells.

A workbook is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which you can enter and calculate data. The cells are organized into columns and rows.

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

In Microsoft Excel, a fill handle is a feature to extend (and fill) several numbers, dates, or even text to other cells. In the active cell of the spreadsheet, the fill handle is a small black box at the bottom-right corner,

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 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 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

Raw data			Using Flash fill					
Name	Full Address	Mail ID	Address	First Name	last name	state	City	Pincod e
Preeti mishra	Kisan nagar,Maharashtra, mumbai,400604	pmishra885@gmail.com	kisan nagar	preeti	Mishr a	Maharas htra	Mu mb ai	400 604
Priya Mishra	ram nagar,banglore, thane ,400604	mishrapriya@gmail.com	ram nagar	priya	Mishr a	banglore	Tha ne	400 604
Pankaj Gedam	shanti nagar,maharashtra,m umbai,400012	gedampankaj@yahoo.com	shanti nagar	pankaj	Geda m	maharas hra	Mu mb ai	400 012
Nirmala Mishra	ram nagar,madhyaprades h,uujan,320023	Nirmaala.mishra@rediffmail.com	ram nagar	nirmal a	Mishr a	madhyap radesh	Ujja n	320 023
Jyoti Mishra	ram nagar,gujarat,suraj,3 00013	Jyoti22@gmail.com	ram nagar	jyoti	Mishr a	gujarat	Sur aj	300 013