

# Excel Assignment 8

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

**Ans 1** - AutoComplete feature of Excel is a great time saver. This command can automatically extend the sequence, adds range of cell values, applies a border around the selected cells. AutoComplete helps us to quickly insert functions saves users from re-typing information. Minimize user input errors.

**Que 2 - Explain working with workbooks and working with cells.**

**Ans 2** – A workbook is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets. A worksheet consists of cells in which you can enter and calculate data. The cells are organized into columns and rows.

**Que 3 - What is fill handle in Excel and why do we use it?**

**Ans 3** – ‘Fill Handle’ is a tool that you can use to autocomplete lists in Excel. In the active cell of the spreadsheet, the fill handle is a small black box at the bottom-right corner. We can quickly copy formulas, number, text, dates into adjacent cells by using the fill handle, when you drag the handle to other cells, Excel will show different results for each cell.

**Que 4 - Give some examples of using the fill handle.**

**Ans 4** – For example,  
If we must enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, we can simply enter the first two numbers and use the fill handle to do the rest.  
We want to create a calendar in excel of activities for a certain number of days. First, we fill in the initial date in the first cell. Then, we want to start the dates and drag the fill handle down to the cell where we want the dates to end.

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

**Ans 5** – Excel Flash Fill is a special feature that examines the data entered by the user and if it involves any kind of pattern, it automatically fills the remaining information in a single click. We can find the flash fill option in Excel-

- Data tab > Data tools group > Flash Fill.
- Shortcut key for flash fill is CTRL+E.

**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, Pin code.

**Ans 6-**

	A	B	C	D	E	F	G	H
1	MAIL ID	FIRST NAME	LAST NAME	ADDRESS	CITY	STATE	PINCODE	
2	<a href="mailto:jepf_besoz@gmail.com">jepf_besoz@gmail.com</a>	jepf	besoz	<a href="#">Plot no - 220,sector 14,malviya nagar,Jaipur,Rajasthan,302017</a>	Jaipur	Rajasthan	302017	
3	<a href="mailto:alon.musk@tesla.com">alon.musk@tesla.com</a>	alon	musk	<a href="#">Plot no - 240,sector 16,yamuna kripa,airoli,Navi mumbai,Maharashtra,102098</a>	Navi mumbai	Maharashtra	102098	
4	<a href="mailto:bell_gates@microsoft.com">bell_gates@microsoft.com</a>	bell	gates	<a href="#">Plot no - 89,sector 20,vaishali nagar,Jaipur,Rajasthan,302001</a>	Jaipur	Rajasthan	302001	
5	<a href="mailto:bernart.arnauld@lvmh.com">bernart.arnauld@lvmh.com</a>	bernart	arnauld	<a href="#">Plot no - 213,sector 14,subhash nagar,indore,Madhya Pradesh,190221</a>	indore	Madhya Pradesh	190221	
6	<a href="mailto:marc.zukerberg@facebook.com">marc.zukerberg@facebook.com</a>	marc	zukerberg	<a href="#">Plot no - 46,sector 21,jagatpura,Jaipur,Rajasthan,209089</a>	Jaipur	Rajasthan	209089	
7	<a href="mailto:larri_pache@google.com">larri_pache@google.com</a>	larri	pache	<a href="#">Plot no - 75,sector 23,pratap nagar,udaipur,Rajasthan,302002</a>	udaipur	Rajasthan	302002	
8	<a href="mailto:sergy.bren@google.com">sergy.bren@google.com</a>	sergy	bren	<a href="#">Plot no - 60,sector 27,sodala,noida,haryana,403020</a>	noida	haryana	403020	
9	<a href="mailto:stefe.ballmir@microsoft.com">stefe.ballmir@microsoft.com</a>	stefe	ballmir	<a href="#">Plot no - 72,sector 41,Modern City,bengaluru,Karnataka,530064</a>	bengaluru	Karnataka	530064	
10	<a href="mailto:sh_ampani@ril.in">sh_ampani@ril.in</a>	sh	ampani	<a href="#">Plot no - 23,sector 55,Indira Nagar,Lucknow,Uttar Pradesh,226005</a>	Lucknow	Uttar Pradesh	226005	
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