**Excel Assignment - 8**

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

AutoComplete in Excel is a feature that suggests and completes data entries based on previously typed values in the same column, improving data input efficiency and accuracy.

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

Working with Workbooks: In Excel, workbooks are files that contain multiple worksheets or spreadsheets. You can create, open, save, and organize these workbooks to store and manage your data.

Working with Cells: Cells are the individual units within a worksheet where data is entered and manipulated. You can input, edit, format, and apply calculations to cells to organize and analyze data effectively.

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

The fill handle in Excel is a small square at the bottom-right corner of a selected cell or range. It is used to quickly copy and fill down or fill across data, formulas, or series patterns, saving time and effort in data replication and completion tasks.

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

Auto-Fill Numbers

Copy Formulas

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

Flash Fill in Excel is a data cleaning and transformation tool that automatically extracts, formats, or combines data based on patterns it detects. You can access Flash Fill through the Ribbon under "Data" > "Data Tools" or by using the keyboard shortcut Ctrl + E.

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

