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 you available options based on context, and you choose what you want to insert into your formula.

2. Explain working with workbooks and working with cells.

In Excel, you can see multiple rows & columns, each rectangular box in a row or any column is called a Cell. A cell address on a worksheet can be determined by combining a column letter and a row number. Using these addresses, we can refer to any cell (in Excel formulas) in the worksheet.

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

The Fill Handle is an Excel feature that enables us to bypass the copy and paste of each value into cells and uses patterns instead of filling out the information. This tiny cross is a versatile tool in the Excel suite to perform data entry, transformation, and many other applications.

4. 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.