

Q1. What do you mean by AutoComplete feature in Excel and what are the benefits of using this feature?

Ans: 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.

This feature examines the contents of the active column in the data directly above and tries to anticipate what you are about to type.

AutoComplete is the automatic filling in of your text when you start typing and is switched on by default.

This will reduce the amount of text you have to enter by preventing you typing in repetitive words.

AutoComplete matches only exact cell entries, not individual words in a cell. This does not work when entering or editing formulas.

Benefits of AutoComplete feature:

AutoComplete is the automatic filling in of your text when you start typing and is switched on by default

Every time you start typing in a cell, all the entries in the same column of the current region are scanned and as each character is typed, any possible matches are automatically highlighted.

When you repeat list entries, Excel intuitively suggests entries based on the first few characters you type. You can either accept the suggestion or continue overtyping. You can either continue typing in order to overwrite or press Enter to accept the suggestion.

This only matches exact cell entries. This does not work when inserting or editing formulas.

AutoComplete, although you can switch it off.

Remember that AutoCorrect and AutoComplete are very different.

AutoCorrect happens automatically and there is nothing you can do to stop it, other than removing the entry from the list.

AutoComplete however requires you to press the Tab key to accept the suggestion.

Q2. Explain working with workbooks and working with cells.

Ans: Whenever you save an Excel file to your computer, or save it using any other method, it's saved as a workbook. A workbook is made up of worksheets. In other words, worksheets are stored in workbooks, and workbooks are the files that you actually save.

Opening Workbooks

When you open a new or existing MS Excel 2013 file from your computer, you are opening a workbook. A saved workbook file looks like this on your computer: When you open a workbook, you see the worksheets. If there's more than one worksheet in a workbook, all worksheets will be marked by sheet tabs at the bottom of the worksheet area.

Opening an Existing Workbook

If you want to open an existing workbook, you can do one of two things. You can find the file on your computer, then double click to open it.

However, if you already have Excel open, you can go to the Backstage area by clicking the File tab. Click Open on the left.

Working with cells

A cell is an essential part of MS-Excel. It is an object of Excel worksheets. Whenever you open Excel, the Excel worksheet contains cells to store the information in them. You enter content and your data into these cells. Cells are the building blocks of the Excel worksheet.

Excel consists of a group of cells in a worksheet. You can enter data in any of these cells. Excel allows the user to enter any type of data in Excel cells, such as numeric, text, date, and time data. Whatever you enter in a cell, it appears inside the cell and as well as in the formula bar. Double-tap on any of a cell to make it editable and write the data in it. In Excel, you can enter any type of data in Excel cells, such as number, string, text, date, time, etc. In addition, the users can also perform operations on it.

Q3. What is fill handle in Excel and why do we use it?

Ans: '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, as shown in the image.

There are many more situations when a fill handle can automatically detect the pattern and fill the cells.

Autofill Numbers that Increment/Decrement by 1

As shown above, you can quickly fill cells when the number increments/decrements by 1.

Autofill Weekday Names

You can use fill handle in Excel to autocomplete weekday names. It could either be the three alphabets nomenclature (Mon, Tue...) or the full name (Monday, Tuesday...).

Autofill Dates

You can easily autofill dates using the fill handle in Excel. Any date format that is recognized by Excel can be used by the fill handle.

Q4. Give some examples of using the fill handle.

Ans: Auto-fill in Excel

Auto-fill does not work only on the whole numbers, but also for all types like:

- Date
- Day
- Number sequences

Other Options

Now, let's look at the other options available in the icon beside the right edge of the cell.

1. Copy cells in Excel

It copies the value as such and pastes it repeatedly.

2. Fill series in Excel

Fill series auto fills as per the sequence. Let's look at a sample

3. Fill formatting only in Excel

In this option, it fills only the formatting but not the values.

4. Fill without formatting in Excel

In this option, it fills the values but it doesn't keep up with the formatting.

5. Fill Days in Excel

This option is available only for the days format. When you choose this option, it fills all the days as per the order.

6. Fill Weekdays in Excel

This option is also available only for the days format. It keeps filling the cells only with the weekdays which means it skips the weekends.

7. Multiple Excel Fill Handle in Excel

It is not that the excel fill handle works only on one set at a time. It can also work on multiple cells with multiple sequences at a time.

8. Fill Handle usage in Formulas in Excel

Now, let's look at how the fill handle helps while using it with a formula. If the cells are sequential and adjacently available, then it's very much easy for the fill handle to perform its task.

9. Custom Auto-fill in Excel

Though, we have so many extra features in auto-fill. There is also a way where we can customize the auto-fill list.

10. FLASH FILL in Excel

Flash fill helps in filling out the data automatically. If once the pattern is analysed then the preview will be shown in a box. It can also merge the cell values and auto fill the other cells and it can also separate a value from a cell itself.

Q5. Describe flash fill and what the different ways to access the flash fill are.

Ans: Flash Fill is a data tool in Microsoft Excel that will allow you to combine, extract or transform data based on a few examples.

You only need to provide a couple examples of the results you want. Excel will guess the pattern and fill in the rest of the data for you.

The example shows how you can use Flash Fill to create an email address from three separate columns containing the first name, last name and company name.

In this case, providing just one example was enough.

Flash Fill was able to:

- Extract the first letter from the first name and transform it to lower case.
- Transform the last name and company name to lower case.
- Combine these with periods, @ symbols and .com extensions to create the email address.

Ways to use the flash fill in excel:

Usually Flash Fill starts automatically, and you only need to provide a pattern. Here's how:

1. Insert a new column adjacent to the column with your source data.
2. In the first cell of a newly added column, type the desired value.
3. Start typing in the next cell, and if Excel senses a pattern, it will show a preview of data to be auto-filled in the below cells.
4. Press the Enter key to accept the preview. Done!