

Excel Assignment – 8

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

Answer:- AutoComplete is the automatic filling in of our text when we start typing and is switched on by default.

This will reduce the amount of text we have to enter by preventing we 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. Autofill **saves users from re-typing information**. Minimize user input errors.

2. Explain working with workbooks and working with cells.

Answer:- A **workbook** is a spreadsheet program file that we create in Excel. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which we can enter and calculate data.

Create a workbook

- Open Excel.
- Select **Blank workbook** or press CTRL+N.
- Start typing.


Create a workbook from a template

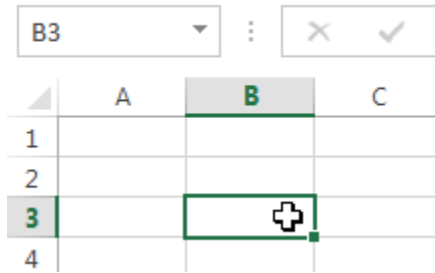
- Select **File > New**.
- Double-click a template.
- Click and start typing.

Cells are **the boxes we see in the grid of an Excel worksheet**, like this one. Each cell is identified on a worksheet by its reference, the column letter and row number that intersect at the cell's location

- *To select a cell:*

To input or edit cell content, we'll first need to **select** the cell.

- Click a **cell** to select it.
- A **border**
- 
- will appear around the selected cell, and the **column heading** and **row heading** will be highlighted. The cell will remain **selected** until we click another cell in the worksheet.



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

Answer:- Fill Handle is a feature in Excel that **enables we to auto-complete a list in a row/column by simply dragging it using our mouse**. A basic understanding of fill handle in Excel could save we some time and make we more productive.

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. Give some examples of using the fill handle.

Answer:- Example of using the fill handle-

If we enter the number "1" in cell A1 and the number "2" in cell A2, we could extend that numbering sequence down through as many cells as we want. We can do this by selecting both cells, then clicking the fill handle (the small black box) with the left mouse button. While holding the left mouse down, drag the mouse down the spreadsheet in column A. If we dragged down to cell A50 and release the mouse button, cells A1 through A50 would now be sequentially numbered 1 to 50 without having to type each number individually.

For example, if I double-click on the fill handle (as shown below), it will fill the column till cell A11

	A	B
1	S. No	Items
2	1	Apple
3	2	Banana
4		Orange
5		Papaya
6		Grapes
7		Strawberry
8		Mango
9		Guava
10		Pineapple
11		Pomegranate
12		
13		

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

Answer:- "Excel Flash Fill is a special feature introduced by Microsoft 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."

In most conditions, Flash Fill fits in automatically as soon as Excel verifies the data in the form of some pattern. If, due to any reason, the suggestion or the preview does not appear, we can apply the Flash Fill tool manually by following the below steps:

1. Enter the **data in the first cell and press Enter**. Repeat the same for the second cell.

B	C	D	E	F
	First Name	Last Name	Full Name	
	Reema	Panda	Reema Panda	
	Joy	Deep	Joy Deep	
	Meena	Mangla		
	Himanshu	Bhardwaj		
	Leena	Paul		
	Raj	Sharma		

2. Press the Flash Fill shortcut keys from our keyboard, i.e., **Ctrl + E**. All the data values will be **automatically** filled in down the column.

C	D	E	F
First Name	Last Name	Full Name	
Reema	Panda	Reema Panda	
Joy	Deep	Joy Deep	
Meena	Mangla	Meena Mangla	
Himanshu	Bhardwaj	Himanshu Bhardwaj	
Leena	Paul	Leena Paul	
Raj	Sharma	Raj Sharma	

*Press CTRL + E
and the EXcel
will automatically
give you the
pattern values*

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

1. Insert a new column adjacent to the column with our 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!

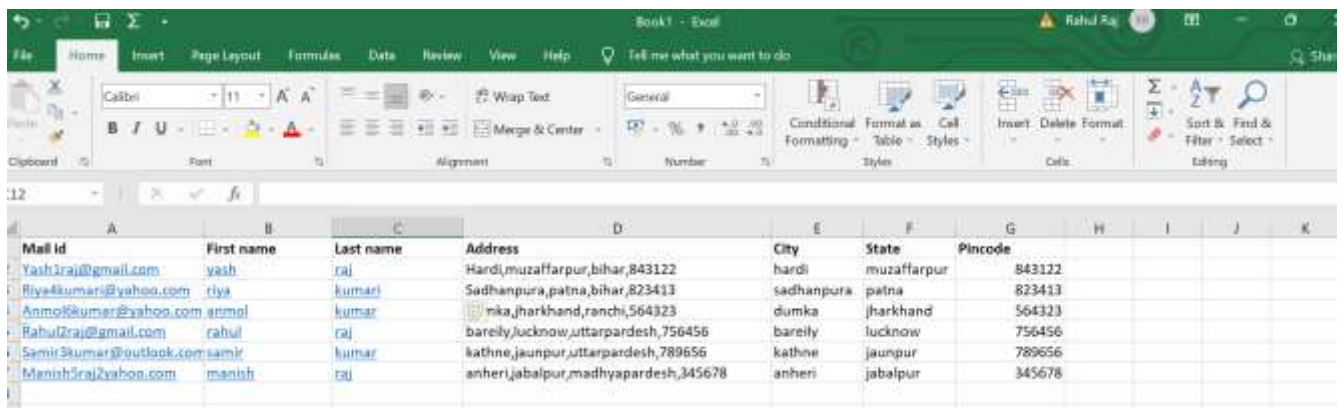
	A	B	C
1	Participants	Country	
2	Ronnie Anderson, UK	UK	
3	Tom Boone, Canada	Canada	
4	Sally Brook, USA	USA	
5	Jeremy Hill, Australia	Australia	
6	Mattias Waldau, USA	USA	
7	Robert Furlan, France	France	
8	David White, UK	UK	

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

Answer:-



Mail Id	First name	Last name	Address	City	State	Pincode
Yash1raj@gmail.com	yash	raj	Hardi,muzaffarpur,bihar,843122	hardi	muzaffarpur	843122
Riya4kumari@yahoo.com	riya	kumari	Sadhanpura,patna,bihar,823413	sadhanpura	patna	823413
Anmol9kumar@yahoo.com	anmol	kumar	mka,jharkhand,ranchi,564323	dumka	jharkhand	564323
Rahul2raj@gmail.com	rahul	raj	bareilly,lucknow,uttarpardesh,756456	bareilly	lucknow	756456
Samir3kumar@outlook.com	samir	kumar	kathne,jaunpur,uttarpardesh,789656	kathne	jaunpur	789656
Manish5raj@yahoo.com	manish	raj	anheri,jabalpur,madhyapardesh,345678	anheri	jabalpur	345678

END