Excel Assignment - 8

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

*With AutoComplete, we can enter the first few letters of a text entry into a cell, and Excel automatically completes the entry based on other entries that have already been in the current column: In addition to automating input, this feature ensures that entries are identical.*

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

*A workbook is a file where we can contain one or more worksheets to help with organize the data.*

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

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

*'Fill Handle' is a tool that you can use to autocomplete lists in Excel. For example, if you have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, you can simply enter the first two numbers and use the fill handle to do the res*

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

*Example 1*

*Assume you want to fill the numbers from 1 to 20 from cell A1 to A20. Here are the steps to auto-fill your series of numbers.*

*Step 1: Enter numbers 1 and 2 from A1:A2 and select those two cells.*

*Step 2: Hover the mouse over the bottom-right edge of the selection; you will see a plus icon appear – and drag until you find the cell A20.*

*Example 2*

*I have a list of cities from B1 to B20. Now I need to insert serial numbers from A1 to A20.*

*I just need to type 1 and 2, select the two numbers, and double-click. It will fill until the cell A20.*

*Example 3*

*Autofill Numbers that Decrement by 1*

*we can auto-fill numbers incremented by one. Similarly, we can insert numbers decremented by 1.*

*Step 1: Type 10 and 9 in the cells A1:A2.*

*Step 2: Since we do not have value in the adjacent column, we cannot double-click on the fill handle. Instead, drag until cell A10.*

*Step 3: Now, it will insert the numbers for you.*

*Example 4*

*Autofill Weekday Names (Both Short Name & Full Name)*

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

*Step 1: Type Mon & Tue from cell A1:A2. Now type Monday & Tuesday from B1:B2.*

*Step 2: Now, keep dragging the fill handle to auto-fill the weekday names.*

*Example 5*

*Autofill Dates*

*We can auto-fill dates too. Any date format recognized by the excel it will auto-fill. We can increment the date by 1, by 2, like that we can auto-fill.*

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

*Flash Fill automatically fills the data in excel, when it senses a pattern. For example, we can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns.*

*Let's say column A contains first names, column B has last names, and you want to fill column C with first and last names combined. If you establish a pattern by typing the full name in column C, Excel's Flash Fill feature will fill in the rest for you based on the pattern you provide.*

1. *Enter the full name in cell C2, and press ENTER.*
2. *Start typing the next full name in cell C3. Excel will sense the pattern you provide, and show you a preview of the rest of the column filled in with your combined text.*
3. *To accept the preview, press ENTER.*

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**

