

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

Autocomplete is a feature in Excel where by Excel completes text entries that you start to type in a column of data in the first few letters entered match something you already entered in that column. most times it's useful, but autocomplete can be disabled if you prefer.

② Explain working with work book and work with cells?

Work Book: A workbook is a file that contains one or more worksheets to help you organize data.

work cells: Select a cell, type the equal sign, select cell or type its address in the selected cell, enter an operator. Select the next cell or type its address in the cell.

Q3) What is Fill handle in excel and why

do we use it?

You can quickly copy formula into adjacent cells by using the fill handle. When you drag the handle to other cells, Excel will show different results for each cell.

Q4) Give some examples of using the fill handle?

If you 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. Another example of the handle is to enter "5" in cell A1 and "10" in cell A3.

5) Describe Flash API and what the
different ways to access the Flash API are
Flash API automatically fills
your data when it senses a pattern.
For example, you can use Flash (FID)
to separate first and last names from
a single column, or combine first and
last names from two different columns