

Excel Assignment - 8

1. AutoComplete Feature in Excel

AutoComplete is a feature in Excel that automatically fills in data based on previously entered values in the same column. When you start typing in a cell, Excel matches the characters with existing entries in the column and suggests a completion. If the suggestion is correct, you can accept it by pressing Enter.

Benefits of AutoComplete:

- Time-Saving: Reduces the amount of typing needed by suggesting previously entered data.
- Consistency: Ensures that the same data is entered consistently, reducing errors and variations.
- Efficiency: Improves data entry efficiency, especially for repetitive entries.

2. Working with Workbooks and Working with Cells

Working with Workbooks:

- Creating a Workbook: Open Excel and select "New Workbook" or press `Ctrl + N`.
- Saving a Workbook: Go to File > Save or press `Ctrl + S`. Choose the location and file name.
- Opening a Workbook: Go to File > Open or press `Ctrl + O`. Select the file you want to open.
- Switching Between Workbooks: Use `Ctrl + Tab` to cycle through open workbooks.

Working with Cells:

- Entering Data: Click on a cell and start typing. Press Enter to move to the next cell.
- Editing Data: Double-click on a cell or press F2 to edit the content.

- Formatting Cells: Right-click on a cell and choose "Format Cells" to change number format, font, alignment, borders, and fill.
- Copying and Pasting Cells: Use `Ctrl + C` to copy and `Ctrl + V` to paste.
- Selecting Cells: Click and drag to select a range, or use `Shift + Arrow Keys`.

3. Fill Handle in Excel

Fill Handle: The fill handle is a small square at the bottom-right corner of the active cell or selected range. It is used to quickly copy and fill data or formulas to adjacent cells.

Why We Use It:

- Quick Data Entry: Easily fill a series of values, such as numbers, dates, or custom lists.
- Copy Formulas: Automatically copy formulas to adjacent cells, adjusting cell references.
- Create Patterns: Extend patterns of data, such as days of the week or months.

4. Examples of Using the Fill Handle

- Filling a Series of Numbers: Enter 1 in the first cell, drag the fill handle down to fill subsequent cells with 2, 3, 4, etc.
- Filling Dates: Enter a date in the first cell, drag the fill handle down to fill subsequent cells with consecutive dates.
- Copying Formulas: Enter a formula in a cell, drag the fill handle down or across to apply the formula to other cells.
- Custom Lists: Create a custom list (e.g., "Monday, Tuesday, Wednesday"), enter the first value, and drag the fill handle to complete the list.

5. Flash Fill in Excel

Flash Fill: Flash Fill is a feature that automatically fills in values when it detects a pattern in your data. It is useful for tasks like splitting or combining columns, formatting text, and extracting data.

Ways to Access Flash Fill:

- Using the Ribbon: Go to Data > Flash Fill.
- Using Keyboard Shortcut: Press `Ctrl + E` after entering the pattern in the first cell.
- Using the Fill Handle: Start typing the pattern and drag the fill handle; Excel may suggest flash fill options.

6. Extracting Data Using Flash Fill

Given Data:

Mail Id	Address
john.doe@example.com	123 Main St, Springfield, IL 62701
jane.smith@example.com	456 Elm St, Shelbyville, IL 61501

Steps:

1. Extract First Name and Last Name from Mail Id:

- In a new column, type "John" (first name) in the cell next to `john.doe@example.com`.
- Press `Ctrl + E` to apply Flash Fill. Excel fills the first names based on the pattern.
- In another column, type "Doe" (last name) in the cell next to `john.doe@example.com`.
- Press `Ctrl + E` to apply Flash Fill. Excel fills the last names based on the pattern.

2. Extract City, State, and Pincode from Address:

- In a new column, type "Springfield" (city) in the cell next to `123 Main St, Springfield, IL 62701`.
- Press `Ctrl + E` to apply Flash Fill. Excel fills the cities based on the pattern.
- In another column, type "IL" (state) in the cell next to `123 Main St, Springfield, IL 62701`.
- Press `Ctrl + E` to apply Flash Fill. Excel fills the states based on the pattern.
- In another column, type "62701" (pincode) in the cell next to `123 Main St, Springfield, IL 62701`.
- Press `Ctrl + E` to apply Flash Fill. Excel fills the pincodes based on the pattern.

Example Output:

Mail Id	Address	First Name	Last Name	City	State	Pincode
john.doe@example.com	123 Main St, Springfield, IL 62701	John	Doe	Springfield	IL	62701
jane.smith@example.com	456 Elm St, Shelbyville, IL 61501	Jane	Smith	Shelbyville	IL	61501