

## Assignment-8

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

Auto fill is a very useful Excel feature. It **allows you to create entire columns or rows of data which are based on the values from other cells**. In other words, Excel compares the selected data and tries to guess the next values that will be inserted

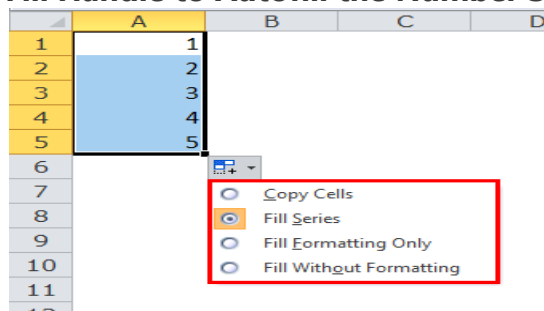
2. Explain working with workbooks and working with cells.

An Excel file, often referred to as a workbook, contains one or more spreadsheets, or worksheets. Each box in the worksheet area is referred to as a cell. Each cell has a cell address, which is composed of a column reference and a row reference.

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

'Fill Handle' is a tool that you can use to auto complete 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 rest

### Fill Handle to Autofill the Number Series Pattern Using Drag and Drop.



4. Give some examples of using the fill handle.

1. **Copy Cells:** This option simply copy-pastes the value of the selected cells.
2. **Fill Series:** This option fills the cells as a series with increments of 1.
3. **Fill Formatting Only:** This option only fills the formatting in the cells rather than values.
4. **Fill without Formatting:** This option fills the cells based on the value pattern without copying the formatting.
5. **Fill Days:** This option fills the cells with a series of days' names.
6. **Fill Weekdays:** This option fills the cells with the days' names except for the weekends (Sat and Sun).
7. **Fill Months:** This option creates the list by incrementing the months only and the date and year remain constant.
8. **Fill Years:** This option creates the list by incrementing the years only and the date and month remain constant.

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

Flash Fill automatically fills your data when it senses a pattern. For example, you can use Flash Fill to separate first and last names from a single column, or combine first and last names from two different columns. Shortcut key= Ctrl + E

	A	B	C	D	E	F	G	H
1	Mail Id	address	First Name	Last Name	State	City	Pin code	
2	<a href="mailto:sayani.mitra@gmail.com">sayani.mitra@gmail.com</a>	west bengal,olkata,756452	sayani	mitra	west bengal	Kolkata	756452	
3	<a href="mailto:purba.saha@gmail.com">purba.saha@gmail.com</a>	Karnataka,Bangalore,89578	purba	saha	karnataka	Bangalore	89578	
4	<a href="mailto:kritika.pal@gmail.com">kritika.pal@gmail.com</a>	Hariyana,Gurugram,76000	kritika	Pal	Hariyana	Gurugram	76000	
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