

Q1. What do you mean by AutoComplete feature in Excel and what are the benefits of using this feature?

Ans. AutoComplete is a feature in Excel that automatically suggests possible completions for text that you are typing in a cell. This can be helpful for reducing typing errors and for quickly entering data that you have entered before.

Benefits of using AutoComplete in Excel:

There are several benefits to using AutoComplete in Excel:

- It can help you to reduce typing errors. When you are typing in a cell, AutoComplete will suggest possible completions for the text that you are typing. This can help you to avoid making typos, which can save you time and frustration.
- It can help you to quickly enter data that you have entered before. If you have entered a particular piece of data in a cell before, AutoComplete will remember it and suggest it to you when you start typing it again. This can save you time and effort.
- It can help you to create consistent data formats. If you are entering data that needs to be formatted in a particular way, AutoComplete can help you to ensure that the data is formatted consistently.

Q2. Explain working with workbooks and working with cells.

Ans. A workbook is a file that contains one or more worksheets. Worksheets are the individual pages that make up a workbook. Each worksheet is made up of cells, which are the basic unit of data storage in Excel.

Q3. What is fill handle in Excel and why do we use it?

Ans. The fill handle in Excel is a small square located in the bottom right corner of a selected cell or range. It is used to quickly and easily fill down or fill across a series of cells with data, formulas, or formatting.

Here are a few key uses of the fill handle:

Autofill: The fill handle allows you to quickly populate a column or row with a series of values or patterns. For example, you can use it to fill a column with consecutive numbers, months, days of the week, or custom patterns.

Copying Formulas: If you have a formula in one cell that you want to apply to a range of adjacent cells, you can use the fill handle to copy the formula. Excel will automatically adjust the cell references in the formula relative to their new positions.

Applying Formatting: You can also use the fill handle to apply formatting to a range of cells. For instance, if you have a cell with a specific format (such as currency or date), you can use the fill handle to apply the same formatting to a series of cells.

Extending Series: The fill handle can be used to extend a pattern or series of data. For example, if you have a sequence of values or dates, you can click and drag the fill handle to continue the series in a specific direction.

Q4. Give some examples of using the fill handle.

Ans. Fill a column or row with consecutive numbers:

- Enter the starting number in a cell (e.g., 1).

- Click and drag the fill handle down or across the cells where you want the sequence to continue. Excel will automatically fill in the subsequent numbers.

Fill a column or row with a series of dates:

- Enter the starting date in a cell (e.g., 01/01/2023).
- Click and drag the fill handle down or across the cells where you want the date sequence to continue. Excel will automatically fill in the subsequent dates.

Q5. Describe flash fill and what the different ways to access the flash fill are.

Ans. Flash Fill is a feature in Excel that automatically detects patterns in your data and suggests transformations or extractions based on those patterns. It allows you to quickly extract or rearrange data without the need for complex formulas or manual data manipulation.

To use Flash Fill, you can access it in the following ways:

- Automatic Flash Fill: Excel automatically detects a pattern in your data and suggests the Flash Fill action as you start typing a transformation. If Excel recognizes the pattern correctly, you can press Enter to accept the suggestion and apply the Flash Fill to the remaining data.
- Keyboard Shortcut: You can use the keyboard shortcut Ctrl+E to perform Flash Fill. This shortcut triggers Excel to detect the pattern in the adjacent cells and apply the transformation to the remaining data.
- Ribbon Option: Flash Fill can also be accessed through the Ribbon in Excel. Follow these steps:
 - Select the cell where you want to apply Flash Fill.
 - Go to the "Data" tab in the Excel ribbon.
 - In the "Data Tools" group, click on the "Flash Fill" button.

Q6. 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.

Ans.

Book1 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting Styles Cell Styles Insert Delete Format AutoSum Fill Sort & Find & Filter Select

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Mail Id	Address	First name	Last name	State	City	Pincode										
2	pratiksha.jha@gmail.com	anjana vihar, jalandhar, punjab, 00278	pratiksha	jha	punjab	jalandhar	00278										
3	praveen.kumar@yahoo.in	vasant vihar, indore, madhya pradesh, 20003	praveen	kumar	madhya pradesh	indore	20003										
4	shivam.saxena@gmail.com	sand heights, bilaspur, chhattisgarh, 491001	shivam	saxena	chhattisgarh	bilaspur	491001										
5	rishabh.marathe@gmail.com	shanti niketan, bangalore, karnataka, 68001	rishabh	marathe	karnataka	bangalore	68001										
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Sheet2

Ready Flash Fill Changed Cells: 3 Num Lock Accessibility: Good to go

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