

# Excel Assignment - 8

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

AutoComplete feature in excel complete text entries that matches an existing entry in the same column. AutoComplete helps you quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows you available options based on context, and you choose what you want to insert into your formula.

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. The letters across the top of the worksheet make up the column reference. The numbers down the left side of the worksheet make up the row reference. For example, the address of the top, leftmost cell is A1. This is because the cell is located at the intersection of the A column and row 1.

By default, Excel 2013 opens a new workbook with one blank worksheet. You can add, delete, and rename worksheets within a workbook, as needed.

## Explore Worksheets

Open Excel and open a new Blank workbook.  
The workbook opens with one worksheet called Sheet1. This worksheet contains cells you can use to start entering and editing data.  
Click the plus icon to add a new worksheet.

The new worksheet is added and named Sheet2. Each time you add a worksheet, Excel gives the worksheet a default name of Sheet XX, where XX is the next sequential number.

## Explore Columns, Rows, and Cells

Click the column reference and observe how the entire column is selected.  
Click the row reference and observe how the entire row is selected.  
Click the cell intersecting at column A and row 1. You can select a single cell on the worksheet area.

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

Fill Handle is a feature in Excel that enables you to auto-complete a list in a row/column by simply dragging it using your mouse. It is a tool that you can use to autocomplete lists in Excel. Excel's Fill command lets you fill an adjacent group of cells with the same text or numbers, or with text or numbers that form a series. In its simplest form it's like a faster version of copy and paste.

4. Give some examples of using the fill handle.

1. Autofill Numbers that Increment/Decrement by 1  
You can quickly fill cells when the number increments/decrements by 1.

Note that the fill handle works in both directions. You can either fill down by dragging it down or fill up the dragging it upwards.

2. Autofill Weekday Names  
You can use fill handle in Excel to autocomplete weekday names. It could either be the three alphabets nomenclature (Mon, Tue...) or the full name (Monday, Tuesday...).

Note that it fills the cells with 7 weekdays names and then start over with the same name where you started. For example, in the above example, it starts with Monday, and after Sunday it again automatically inserts Monday.

3. Autofill Dates  
You can easily autofill dates using the fill handle in Excel. Any date format that is recognized by Excel can be used by the fill handle.

4. Auto Fill Options  
While fill handle recognizes patterns and fills the list, it also gives some additional options you can use. As soon you drag the mouse (or double click) and autocomplete the list, you will see the Autofill option icon at the bottom right of the list. When you click on this icon, a list of options becomes available. These options are different for different types of data (numbers, dates, days).

5. Autofill Options for a List with Numbers  
When you use the fill handle to autocomplete a list of numbers, you will see the Auto Fill Options icon at the bottom right.

Let's go through these options:

Copy Cell: If you select this option, it will simply copy paste the cells.  
Fill Series: This is the default option where it fills the series based on the pattern it recognizes. In the example below, it fills the cells with numbers incrementing by 1.  
Fill Formatting Only: This option only fills the formatting and not the values.  
Fill Without Formatting: This option fills the cells based on the recognized pattern but does not copy the formatting.  
In the example, below, when this option is selected, it doesn't apply the border and color to the filled cells.  
Flash Fill: This is a new feature available in Excel 2013 only. It deduces the pattern to complete the list based on the values in adjacent cells.

6. Autofill Options for a List with Dates  
In case you are using the fill handle to autocomplete dates, additional options become available in the autocomplete options.

Here are the additional options that become available when working with dates:

Fill Days: It will fill the list with days. In the above example, if you select this option, it fills the cells with dates that increment by 1 (which is also the default fill in this case).  
Fill Weekdays: It fills the cells with weekdays only, and remove the weekends.  
Fill Months: It fills the cells with incrementing months. In this case, the day number remains the same but the month numbers change.  
Fill Years: It fills the cells with incrementing years. In this case, the day number remains the same but the year changes.

7. Autofill Options for a List with Day Names  
when working with day names, there are some additional options that appear (as compared with autofill with numbers). In this case, you can use the Fill Weekdays option to only show weekday names and not the weekends.

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

Excel Flash Fill is a special tool that analyzes the information you are entering and automatically fills data when it identifies a pattern. The Flash Fill feature was introduced in Excel 2013 and is available in all later versions of Excel 2016, Excel 2019, Excel 2021, and Excel for Microsoft 365.

Ways to access the flash fill are:-

- a. In Excel, to locate the Flash Fill tool, follow the given steps:

Go to the Data tab.

In the Data Tools group, you will find the Flash Fill option.

- b. Those who quickly want to access Flash Fill without using a mouse can run it directly from the keyboard using the shortcut keys: Ctrl + E

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