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

2. Explain working with workbooks and working with cells.

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

4. Give some examples of using the fill handle.

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

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.

A1. 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.

Autocomplete is a feature within **Google Search** that makes it faster to complete searches that you start to type. Our automated systems generate predictions that help people save time by allowing them to quickly complete the search they already intended to do.

A2. **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.

A3. In Microsoft [Excel](https://www.computerhope.com/jargon/e/excel.htm), a fill handle is a feature to extend (and fill) several numbers, dates, or even text to other cells. In the [active cell](https://www.computerhope.com/jargon/a/activece.htm) of the spreadsheet, the fill handle is a small black box at the bottom-right corner, as shown in the image.

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

A4.

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| 1. Autofill Weekday Names  Entering the list of days in excel is one of the common operations performed by every user. You can quickly fill the week names using the Fill Handle feature. Follow the below-given steps:  Open your excel spreadsheet and enter the full week name, i.e., Monday. You can also enter the three alphabet nomenclature, i.e., Mon. Excel Fill Handle  Select the cell and bring your mouse cursor over the bottom-right edge of the rectangle window. You will note the cursor will change to plus (+) sign. Excel Fill Handle  Autocomplete the cells with the weekday names by dragging the cursor down. Excel Fill Handle    2. Autofill Dates  Dates are also commonly used in our day-to-day excel life. Therefore using the Fill handle, you can easily autofill dates in your spreadsheet.  Enter the Date in the first cell and drag the cross (+) sign to the following cells. The date values will be auto-filled in the dragged cells. You will notice Excel will automatically increment the day field by 1.  Excel Fill Handle  Similarly, we can autofill Months, years, days, etc.  A5. Excel Flash Fill is a special tool that analyzes the information you are entering and automatically fills data when it identifies a pattern.  If you establish a pattern by typing the full name in column C, Excel's Flash Fill feature will fill in the rest for you based on the pattern you provide. Enter the full name in cell C2, and press ENTER. **Go to Data > Flash Fill, or press Ctrl+E**. Excel will sense the pattern you provided in C2, and fill the cells below.  A6. |