Excel Assignment - 8

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

Ans:

1. AutoComplete in Excel predicts and completes text entries based on existing entries in the same column. Its benefits include:

- Saves time: Reduces typing effort by suggesting and completing entries.

- Accuracy: Helps in avoiding typos and ensures consistency in data entry.

- Efficiency: Speeds up data entry tasks, especially for long lists or repetitive data.

2. Working with workbooks involves managing Excel files containing multiple sheets. You can create, open, save, and close workbooks. Working with cells involves entering, editing, formatting, and organizing data within individual cells. Cells can contain text, numbers, formulas, or functions, and you can perform various operations on them, such as copying, moving, and deleting.

3. The fill handle in Excel is a small square at the bottom-right corner of a selected cell or range. It allows you to quickly fill adjacent cells with data or formulas based on the pattern of the selected cells. We use the fill handle to extend series, copy formulas, or apply formatting efficiently across multiple cells.

4. Examples of using the fill handle:

   - Dragging down to fill a series of numbers or dates.

   - Dragging across to copy formulas to adjacent cells.

   - Double-clicking to fill down based on the content of adjacent cells.

   - Using custom lists to fill cells with specific patterns or sequences.

5. Flash Fill in Excel automatically extracts, formats, or transforms data based on patterns it detects in adjacent columns. You can access Flash Fill in different ways:

- Excel automatically suggests Flash Fill when it detects a pattern in your data.

- You can use the Flash Fill button in the Data Tools group on the Data tab.

- Alternatively, you can press Ctrl + E after entering the pattern manually.