Excel Assignment 8

1. What do you mean by AutoComplete feature in Excel and what are the

benefits of using this feature?

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.

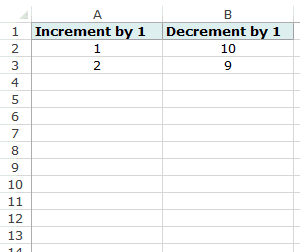
1. Explain working with workbooks and working with cells.

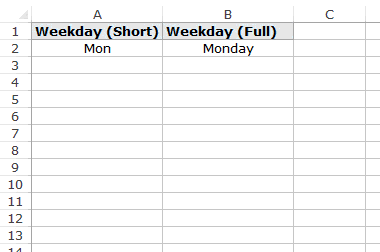
An Excel file, often referred to as a workbook, contains one or more spreadsheets, or worksheets. Each box in the worksheet area is referred to as a cell. Each cell has a cell address, which is composed of a column reference and a row reference. The letters across the top of the worksheet make up the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

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

You 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.

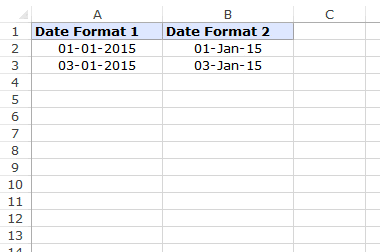
1. Give some examples of using the fill handle.

* Autofill Numbers that Increment/Decrement by 1
* 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…).

* 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.

1. 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.

You can go to Data > Flash Fill to run it manually, or press Ctrl+E. To turn Flash Fill on, go to Tools > Options > Advanced > Editing Options > check the Automatically Flash Fill box.

1. 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

