**Excel Assignment – 8**

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

**Ans:** 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.**

**Ans:** 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.

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

**Ans:** 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.

1. **Give some examples of using the fill handle.**

**Ans:** Fill handle tool in excel is used to fill the series in the whole column which was used in the first cell of that column.

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

**Ans:** Flash Fill automatically fills your data when it senses a pattern.

For example, you can use Flash Fill to separate first and last names from a single column or combine first and last names from two different columns.

Data > Flash Fill to run it manually, or press Ctrl+E.

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 must create. Paste the screenshot of what you have created using the flash fill command.**

**Example: Mail Id, Address, First name, Last name, State, City, Pin code**

**Graphical user interface, application, table, Excel

Description automatically generated**