

Topic in MS Excel

Flash Fill, Text to Columns, Basic Function

Q1) What is Flash Fill, and how does it work in excel?

A) Flash Fill is an excel tool that automatically senses patterns in your data and fills the rest of the column for you. It works by monitoring the manual changes you make: once it recognizes a consistent logic (like extracting a first name), it suggests the remaining values.

Q2) How would you use Flash Fill to reformat data in a column?

A) Reformatting Data with Flash Fill:

To reformat data, type the desired format in the cell next to your source data. For example, if you have "john doe" and want "John DOE", type that version in the first cell and press **Ctrl+E**. Excel will apply that casing/formatting to the entire column.

Q3) Can you explain the process of splitting data into columns using "Text to Columns"?

A) Process of Text to columns:

This Feature splits a single cell's content into multiple columns. You select the data, go to the Data tab > Text to columns, choose either "Delimited" (based on a character) or "Fixed width", and follow the wizard to specify where the splits should occur.

Q4) What are some common delimiters used in the Text to

Columns feature?

A) Common Delimiters:

Delimiters are characters that signal where data should be separated. Common ones include

\* Commas (,)

\* Semicolons (;)

\* Tabs

\* Spaces

\* Other custom characters like pipes (|) or slashes (/)

Q5) How do you use the LEN Function to count the number of characters in a cell?

A) Using the LEN Function:

The LEN function counts every character in a cell, including spaces and punctuation.

Syntax: =LEN(A1)

If A1 contains "excel 123", the function will return 9

Q6) What is the purpose of the SUBSTITUTE function, and how is it used?

A) Purpose of the SUBSTITUTE function:

SUBSTITUTE replaces specific text in a string with new text. It is used when you know the exact text to be replaced (e.g. changing "2023" to "2024" in a list of titles).

Syntax: =SUBSTITUTE(text, old\_text, new\_text)

Q7) How would you combine the CONCATENATE function with Flash Fill?

### A) Combining CONCATENATE and Flash Fill

while they serve similar purposes, you can use CONCATENATE (or the ampersand symbol) to create a complex initial pattern that might be too difficult for Flash Fill to guess on its own. Once you've used to function for the first row, you can "Hardcode" that result and use flash fill to replicate the logic for the rest of the list without writing more formulas.

Q8) Explain the difference between the REPT function and the SUBSTITUTE function.

### A) REPT vs SUBSTITUTE :-

\* REPT: Repeats a specific character or string a set number of times (eg., =REPT("\*", 5) gives \*\*\*\*\*)

\* SUBSTITUTE :- Swaps existing text for something else. It does not repeat text unless that is part of the replacement string

Q9) How can you use Text to columns to convert text to dates?

### A) Converting text to Dates

In the text "to columns" wizard, skip to step 3.

Select the column in the preview and change the "column data format" to Date. choose the format that matches your current text (like MDY or DMY). and excel will convert those strings into actual ~~atmb~~ numerical dates

a10) What is the significance of the Flash Fill Preview in excel?

### A) Significance of the Flash Fill preview:

The preview appears as light gray ghost text as you type. It is significant because it allows you to verify accuracy before committing. If the preview looks ~~were~~ wrong, you can provide a second example to "teach" excel the correct pattern before hitting enter.