**Excel Assignment – 8**

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

AutoComplete is a feature that automatically fills in data as you type text when working on Excel sheets. It predicts the rest of a phrase or word based on what you have already typed. This will reduce the amount of text you have to enter by preventing you typing in repetitive words.

1. Explain working with workbooks and working with cells.

A workbook is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets. A worksheet (also known as a spreadsheet) consists of cells in which you can enter and calculate data. The cells are organized into columns and rows

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

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. We use auto fill for AutoFill Series, Copy Formulas, Copy Values, Fill Dates and Weekdays, Fill Months, Years, and Custom Lists

1. Give some examples of using the fill handle.

* For example, enter the value 10 into cell A1 and the value 20 into cell A2  
  

Select cell A1 and cell A2 and drag the fill handle down. The fill handle is the little green box at the lower right of a selected cell or selected range of cells.

AutoFill automatically fills in the numbers based on the pattern of the first two numbers

* Enter Jan into cell A1.
* Select cell A1 and drag the fill handle down. AutoFill automatically fills in the month names.



* Enter Product 1 into cell A1.
* Select cell A1 and drag the fill handle down. AutoFill automatically fills in the product names.



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

Flash fill automatically fills your data when it senses a Pattern. There are different ways we can access the flash fill:

Click the Flash Fill Button on the Data tab 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





