**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.

Autocomplete speeds up human-computer interactions when it correctly predicts the word a user intends to enter after only a few characters have been typed into a text input field.

***2. Explain working with workbooks and working with cells.***

***Ans.*** 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. A worksheet is always stored in a workbook.

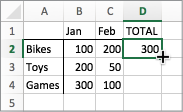
***3. What is fill handle in Excel and why do we use it?***

***Ans.*** 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.

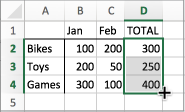
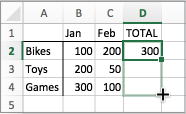
Copy a formula by dragging the fill handle

Follow these steps:

1. Select the cell that has the formula you want to fill into adjacent cells.
2. Rest your cursor in the lower-right corner so that it turns into a plus sign (+), like this:



1. Drag the fill handle down, up, or across the cells that you want to fill. In this example, the figure here shows dragging the fill handle down:



1. When you let go, the formula gets automatically filled to the other cells:
2. To change how you want to fill cells, click the **Auto Fill Options** button that appears after you finish dragging, and pick the option that want.

* **Tip.** You can also press Ctrl+D to fill the formula down in a column. First select the cell that has the formula you want to fill, then select the cells underneath it, and then press Ctrl+D.
* You can also press Ctrl+R to fill the formula to the right in a row. First select the cell that has the formula you want to fill, then select the cells to the right of it, and then press Ctrl+R.

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

***Ans***. ‘Fill Handle’ is a tool that you can use to autocomplete lists in Excel.

For example, if you have to enter numbers 1 to 20 in cell A1:A20, instead of manually entering each number, you can simply enter the first two numbers and use the fill handle to do the rest.

Here are the inbuilt fill handle patterns you can use:

* *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*

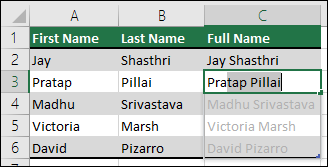
You can easily autofill dates using the fill handle in Excel. Any date format that is recognized by Excel can be used by the fill handle.

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

***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.

Let's say column A contains first names, column B has last names, and you want to fill column C with first and last names combined. If you establish a pattern by typing the full name in column C, Excel's Flash Fill feature will fill in the rest for you based on the pattern you provide.

1. Enter the full name in cell C2, and press **ENTER**.
2. Start typing the next full name in cell C3. Excel will sense the pattern you provide, and show you a preview of the rest of the column filled in with your combined text.
3. To accept the preview, press **ENTER**.



If Flash Fill doesn't generate the preview, it might not be turned on. 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.***

***Ans.***

