**Advance 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 us quickly insert functions and arguments while minimizing typing and syntax errors. The AutoComplete menu shows available options based on context, and we can choose what we want to insert into our formula.

1. Explain working with workbooks and working with cells.

Ans. A workbook is a spreadsheet program file that we create in Excel. A workbook contains one or more worksheets. A worksheet consists of cells in which we 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?

Ans. The Fill handle is an Excel feature that is used to fill the data automatically with a specific pattern. We can extend a series of numbers, dates and text combinations to the desired number of cells.

Fill handle is a versatile tool in the excel suite that autocompletes various entries, transforms the data, and several other applications. It is an inbuilt excel feature that is enabled by default and therefore does not involve any manual procedure to implement it.

To use the fill handle, move mouse pointer to the right bottom corner of the cell; it will change into a tiny + (cross) sign. Drag the cross sign, and if Excel recognizes the pattern, it will autofill the cells with the updated data. Else it will copy the same data in all the dragged cells.

1. Give some examples of using the fill handle.

Ans. Entering the list of days in excel. We can quickly fill the week names using the Fill Handle feature. Follow the below-given steps:

* Select the **numbers of rows and columns.**
* Open the excel spreadsheet and **enter the full week name, i.e., Monday**.
* Select the cell and bring mouse cursor over the bottom-right edge of the rectangle window.
* Autocomplete the cells with the weekday names by **dragging the cursor down**.

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

Ans. Flash Fill functionality including its definition, shortcuts, and various Flash Fill options. Flash Fill quickly copy with several different tasks that otherwise need complicated formulas or even lengthy VBA code, unlike splitting and merging strings, sorting the data and correcting deviations, formatting the content or the numbers, turning dates figure to the required format, and more.

Different way to use flash fill.

* Go to the Data tab.
* In the Data Tools group, we will find the **Flash Fill option**

**Shortcut key of flash fill is 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 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, Pin cod

Ans. 