**Excel Assignment - 8**

1. **What do you mean by AutoComplete feature in Excel and what are the benefits of using this feature?**  
   The **AutoComplete** feature in Excel helps to automatically fill in data based on previous entries in the same column. As you start typing in a cell, Excel will suggest completed text if similar text has already been entered in that column, saving time and reducing errors by minimizing repetitive typing. This feature is especially useful for lists of names, IDs, or any recurring data.
2. **Explain working with workbooks and working with cells.**  
   **Working with Workbooks** involves creating, saving, and managing multiple sheets in a single Excel file. Workbooks allow you to organize data, analyze information, and perform calculations across different sheets. **Working with Cells** involves entering, formatting, and editing individual data points within a worksheet. Cells are the fundamental units of data storage in Excel, where each cell can hold a value, formula, or text. You can reference, format, and manipulate cell contents to analyze and present data effectively.
3. **What is fill handle in Excel and why do we use it?**  
   The **fill handle** is a small square at the bottom-right corner of a selected cell or cell range. We use it to quickly fill a series or copy content across multiple cells. By dragging the fill handle, you can create sequences of numbers, days, months, or replicate formulas and patterns. It’s an efficient tool for handling repetitive data entry tasks.
4. **Give some examples of using the fill handle.**
   * **Filling Series**: Type “1” in a cell and “2” in the cell below it, select both cells, and drag the fill handle to continue the sequence (3, 4, 5, etc.).
   * **Copying Formulas**: If a formula is entered in one cell, dragging the fill handle copies that formula to other cells, adjusting cell references as needed.
   * **Filling Days or Months**: Type “Monday” in one cell and drag the fill handle to autofill the rest of the week, or type “January” to fill in other months.
5. **Describe flash fill and what the different ways to access the flash fill are.  
   Flash Fill** automatically recognizes patterns in data as you start typing and suggests how to complete the data based on those patterns. It’s useful for splitting text, combining data, or extracting information from a consistent structure.
   * **Accessing Flash Fill**:
     + Begin typing the desired pattern in a cell and press Enter. Flash Fill might auto-complete the data as you continue typing the pattern in adjacent cells.
     + Go to **Data > Flash Fill** to apply it to a selection.
     + Use the keyboard shortcut Ctrl + E to activate Flash Fill.