

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

Ans 1. AutoComplete feature of Excel is a great time saver. This command can automatically extend the sequence, adds range of cell values, applies a border around the selected cells. AutoComplete helps us to quickly insert functions saves users from re-typing information. Minimize user input errors.

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

Ans 2. A workbook is a spreadsheet program file that you create in Excel.

A workbook contains one or more worksheets. A worksheet consists of cells in which you can enter and calculate data. The cells are organized into columns and rows.

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

Ans 3. 'Fill Handle' is a tool that you can use to autocomplete lists in Excel. In the active cell of the spreadsheet, the fill handle is a small black box at the bottom-right corner. We can quickly copy formulas, number, text, dates into adjacent cells by using the fill handle, when you drag the handle to other cells, Excel will show different results for each cell.

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

Ans 4.

For example,

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

We want to **create a calendar in excel** of activities for a certain number of days. First, we fill in the initial date in the first cell. Then, we want to start the dates and drag the fill handle down to the cell where we want the dates to end.

