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.

AutoFill is a very useful Excel feature. It allows you to create entire columns or rows of data which are based on the values from other cells.

2. Explain working with workbooks and working with cells.

Ans: A workbook is a file that contains one or more worksheets to help you organize data. You can create a new workbook from a blank workbook or a template.

Create a workbook

1. Open Excel.
2. Select **Blank workbook** or press Ctrl+N.
3. Start typing.

In an Excel worksheet, each small rectangle or box is known as a cell. The active cell is the selected cell in which data is entered when you begin typing.

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

Ans In Microsoft Excel, a fill handle is a feature to extend (and fill) several numbers, dates, or even text to other cells. In the active cell of the spreadsheet, the fill handle is a small black box at the bottom-right corner, as shown in the image.

If you enter the number "1" in cell *A1* and the number "2" in cell *A2*, you could extend that numbering sequence down through as many cells as you want. You can do this by selecting both cells, then clicking the fill handle (the small black box) with the left <u>mouse</u> button. While holding the left mouse down, drag the mouse down the spreadsheet in column *A*. If you dragged down to cell *A50* and release the mouse button, cells *A1* through *A50* would now be sequentially numbered 1 to 50 without having to type each number individually.

4. Give some examples of using the fill handle.

Ans: We 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…).

it fills the cells with 7 weekdays names and then start over with the same name where you started. For example, in the above example, it starts with Monday, and after Sunday it again automatically inserts Monday.

	A	B	C
1	Weekday (Short)	Weekday (Full)	
2	Mon	Monday	
3	Tue	Tuesday	
4	Wed	Wednesday	
5	Thu	Thursday	
6	Fri	Friday	
7	Sat	Saturday	
8	Sun	Sunday	
9	Mon	Monday	
10	Tue	Tuesday	
11	Wed	Wednesday	
12			
13			
14			

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

Ans: *Excel Flash Fill* is a special tool that analyzes the information you are entering and automatically fills data when it identifies a pattern.

The Flash Fill feature was introduced in Excel 2013 and is available in all later versions of Excel 2016, Excel 2019, Excel 2021, and Excel for Microsoft 365.

Flash Fill easily copes with dozens of different tasks that otherwise would require complex formulas or even VBA code such as splitting and combining text strings, cleaning data and correcting inconsistencies, formatting text and numbers, converting dates to the desired format, and a lot more.
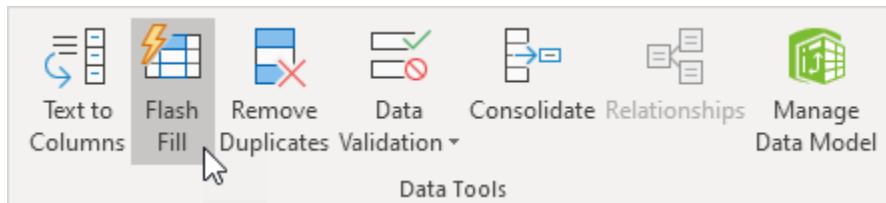
Flash Fill Example 1

For example, use flash fill in Excel to extract the numbers in column A below.

1. First, tell Excel what you want to do by entering the value 4645 into cell B1.

▲	A	B	C	D	E	F	G	H
1	WETJR/4645/CVKFRS	4645						
2	HPDHFH/9234/FGFHB							
3	BVCMIJ/51857/FALPG							
4	DFFLAZ/652/FWQP							
5	WMPDJFD/3/FSJQLX							
6	TRPMC/729/HJEIPNW							
7								

2. On the Data tab, in the Data Tools group, click Flash Fill (or press CTRL + E).

Text to Columns | Flash Fill | Remove Duplicates | Data Validation ▾ | Consolidate | Relationships | Manage Data Model

Data Tools

Result:

▲	A	B	C	D	E	F	G	H
1	WETJR/4645/CVKFRS	4645						
2	HPDHFH/9234/FGFHB	9234						
3	BVCMIJ/51857/FALPG	51857						
4	DFFLAZ/652/FWQP	652						
5	WMPDJFD/3/FSJQLX	3						
6	TRPMC/729/HJEIPNW	729						
7								

6. 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:

C3	▼	✕ ✓ *fx*	

	A	B	C	D
1	Mail Id ▼	First Name ▼	Last Name ▼	
2	venkatesh-kasat-15-@gmail.com	venkatesh	kasat	
3	ram-kumar-45-@gmail.com	ram	kumar	
4	shyam-kasat-15-@gmail.com	shyam	kasat	
5				
6				

	A	B	C	D
7	Address ▼	City ▼	State ▼	Pincode ▼
8	Amritsar-Punjab-447789	Amritsar	Punjab	447789
9	Goa-Panaji-566987	Goa	Panaji	566987
10				
11				