

Excel Assignment - 8

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

1. AutoComplete Feature in Excel:

- **AutoComplete:**

- AutoComplete is a feature in Excel that suggests and completes the rest of a word or phrase based on the characters you've entered.

- **Benefits:**

- **Efficiency:** Speeds up data entry by reducing the need to type repetitive information.
- **Accuracy:** Helps prevent typos and ensures consistency in data.
- **Convenience:** Saves time and minimizes the effort required for data input.

2. Explain working with workbooks and working with cells.

2. Working with Workbooks and Cells:

- **Working with Workbooks:**

- A workbook is an Excel file containing one or more worksheets.
- Use the "File" tab to manage workbooks, including creating, opening, saving, and closing them.

- **Working with Cells:**

- Cells are the basic building blocks of a worksheet.
- Enter and manipulate data, formulas, and functions in cells.
- Format cells for better presentation.

3. What is fill handle in Excel and why do

we use it?

3. Fill Handle in Excel:

<ul style="list-style-type: none">• Fill Handle:

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| <ul style="list-style-type: none">• The small square at the bottom-right corner of a selected cell is the fill handle.• Dragging the fill handle allows you to copy or fill data into adjacent cells. |
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<ul style="list-style-type: none">• Why Use It:
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| <ul style="list-style-type: none">• Efficiently extends a series, copies formulas, or populates cells based on patterns. |
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4. Give some examples of using the fill handle.

4. Examples of Using the Fill Handle:

- **Fill Series:**

- Enter a number or text, grab the fill handle, and drag to fill a series.

- **Copy Formulas:**

- Enter a formula, grab the fill handle, and drag to copy the formula to adjacent cells.

- **AutoIncrement Dates:**

- Enter a date, grab the fill handle, and drag to auto-increment dates.

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

Flash Fill in Excel:

- **Flash Fill:**

- Flash Fill is a feature that automatically fills values based on patterns it recognizes in your data.

- **Ways to Access Flash Fill:**

- Use the keyboard shortcut "Ctrl + E."
- Go to the "Data" tab and click on "Flash Fill."

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

6. Extracting Data Using Flash Fill:

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| <ul style="list-style-type: none">Extract First Name and Last Name: | <ul style="list-style-type: none">Enter the first name in one column.Enter the last name in the next column.Use Flash Fill to automatically fill the adjacent column based on patterns. |
| <ul style="list-style-type: none">Extract City, State, and Pin Code from Address: | <ul style="list-style-type: none">Enter the city, state, and pin code in separate columns.Use Flash Fill to automatically fill adjacent columns based on patterns. |

