1. What do you mean by AutoComplete feature in Excel and what are the

benefits of using this feature?

       *completes text entries that you start to type in a column of data —

       if the first few letters that you type match an existing entry in that column.

       *Quickly insert the values

       *Decreases the amount of time spent typing repetitive words and phrases.

2. Explain working with workbooks and working with cells.

WORKBOOKS

       *Collection of one or more spreadsheets in a single file

       *create a new workbook in same file

       *Easily create , delete and update the workbooks

       *Protection

CELLS

       *Each cell is identified on a worksheet by its reference

       *The column letter and row number that intersect at the cell's location

       *The column always comes first in a cell reference.

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

       *We can quickly copy formulas into adjacent cells by using the fill handle.

       *When we drag the handle to other cells, Excel will show different results for each cell.

4. Give some examples of using the fill handle.

       *If you have to enter numbers 1 to 20 in cell A1:A20,

       *instead of manually entering each number,enter the first two numbers and use the fill handle
to do the rest.

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

*Flash Fill automatically fills data when it senses a pattern.

*Go to data, then click flash fill or ctrl + E

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

Convert Text to Columns Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ⦿ Delimited - Characters such as commas or tabs separate each field.
- ◯ Fixed width - Fields are aligned in columns with spaces between each field.

Preview of selected data:

```
1 address
2 6649 N Blue Gum St,New Orleans,Orleans,LA-70116
3 4 B Blue Ridge Blvd,Brighton,Livingston,MI-48116
4 8 W Cerritos Ave #54,Bridgeport,Gloucester,NJ-8014
5 639 Main St,Anchorage,Anchorage,AK-99501
6 34 Center St,Hamilton,Butler,OH-45011
```

Cancel | < Back | Next > | Finish

D
address
6649 N Blue Gum St,New Orleans,Orleans,LA-70116
4 B Blue Ridge Blvd,Brighton,Livingston,MI-48116
8 W Cerritos Ave #54,Bridgeport,Gloucester,NJ-8014
639 Main St,Anchorage,Anchorage,AK-99501
34 Center St,Hamilton,Butler,OH-45011

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first name | la

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rt,Venere,art@venere.org
enna,Paprock,lpaprocki@hotmail.com
onette,Foller,donette.foller@cox.net

Convert Text to Columns Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☐ Tab
- ☐ Semicolon
- ☑ Comma
- ☐ Space
- ☐ Other: [   ]

☐ Treat consecutive delimiters as one

Text qualifier: [' ▾]

Data preview

```
James      Butt     jbutt@gmail.com
Josephine  Darakjy  josephine_darakjy@darakjy.org
Art        Venere   art@venere.org
Lenna      Paprock  lpaprocki@hotmail.com
Donette    Foller   donette.foller@cox.net
```

Cancel | < Back | Next > | Finish

Flash Fill   Consolidate

Remove Duplicates   Relationships

Data Validation   Manage Data Model

Data Tools

What-If Forecast
Analysis Sheet

Forecast

Group Ungroup Sub

Outline

D		city	country	state	pincode
e Gum St		New Orleans	Orleans	LA-70116	70116
lge Blvd		Brighton	Livingston	MI-48116	
s Ave #54		Bridgeport	Gloucester	NJ-8014	
		Anchorage	Anchorage	AK-99501	
t		Hamilton	Butler	OH-45011	