

**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 us to quickly insert functions and arguments in next rows/columns which minimizing typing, syntax errors and time.

1. Explain working with workbooks and working with cells.

Ans: Workbook is set of one or more worksheet and worksheet contains cells. To work for Workbook we use File Tab with different features whereas other than File Tab, we can use for Worksheet and cells.

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

Ans: 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.

1. Give some examples of using the fill handle.

Ans: Number Sequence, Date Sequence, Fill format.

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

Ans: flash fill is an automatic feature which is used to fill same modifications or selection like above cell. This can be access by shortcut key i.e; Ctrl + E or select the active cell click on bottom right small rectangular box, click on it and select flash fill.

1. 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

A picture containing calendar

Description automatically generated