

# Excel Assignment – 7

**1. Using Insert Function, give examples of any function available in the different dropdowns present in the function library. For example AutoSum, Recently Used, Text, Date & Time, etc.**

**Ans-** Sure thing! Let's start with AutoSum, a classic:

**1. AutoSum:**

- Insert Function > AutoSum > Sum

**2. Recently Used:**

- Insert Function > Recently Used > Choose any recently used function

**3. Text:**

- Insert Function > Text > CONCATENATE

**4. Date & Time:**

- Insert Function > Date & Time > NOW

**5. Financial:**

- Insert Function > Financial > PMT (Payment for a loan)

**6. Logical:**

- Insert Function > Logical > IF

**7. Lookup & Reference:**

- Insert Function > Lookup & Reference > VLOOKUP

**8. Math & Trig:**

- Insert Function > Math & Trig > SUM

**9. Statistical:**

- Insert Function > Statistical > AVERAGE

**10. Engineering:**

- Insert Function > Engineering > BESSELI (Modified Bessel function)

**2. What are the different ways you can select columns and rows?**

**Ans**-Selecting columns and rows can be done in various ways, depending on the context and the software you're using. Here are some common methods:

### **Selecting Columns:**

#### **1. Click and Drag:**

- Click on the letter of the column (e.g., "A" for the first column) and drag across the columns you want to select.

#### **2. Ctrl or Shift + Click:**

- Hold down the Ctrl key (Cmd on Mac) and click on individual column headers to select non-adjacent columns. To select adjacent columns, you can use the Shift key along with clicking.

#### **3. Ctrl + Spacebar:**

- Press Ctrl + Spacebar to select the entire column of the active cell.

### **Selecting Rows:**

#### **1. Click and Drag:**

- Click on the row number and drag down the rows you want to select.

#### **2. Ctrl or Shift + Click:**

- Hold down the Ctrl key (Cmd on Mac) and click on individual row numbers to select non-adjacent rows. To select adjacent rows, you can use the Shift key along with clicking.

#### **3. Shift + Spacebar:**

- Press Shift + Spacebar to select the entire row of the active cell.

**These methods are applicable in various spreadsheet programs like Microsoft Excel or Google Sheets. In text editors or word processors, similar methods often apply, though the terminology might be different.**

### **3. What is AutoFit and why do we use it?**

**Ans**-AutoFit is a feature in spreadsheet programs like Microsoft Excel that automatically adjusts the width or height of a column or row to fit the contents within them. Here's a breakdown:

**AutoFit Columns:**

- When you select the column or columns you want to adjust and use the "AutoFit Column Width" option, the program dynamically adjusts the width of the selected column(s) to fit the longest string of text or the widest cell content in that column.

**AutoFit Rows:**

- Similarly, for rows, "AutoFit Row Height" adjusts the height of the selected row(s) to accommodate the tallest cell content within them.

**Why Use AutoFit:**

**1. Improved Readability:** AutoFit ensures that all content in a column or row is visible without unnecessary truncation, making your spreadsheet more readable.

**2. Efficient Use of Space:** It helps in optimizing the use of space on your spreadsheet by adjusting the column or row width/height only as much as needed.

**3. Quick Formatting:** AutoFit is a quick and easy way to format your spreadsheet, especially when dealing with varying content lengths.

**To use AutoFit in Excel:**

- **For Columns:** Right-click on the selected column header and choose "AutoFit Column Width."

- **For Rows:** Right-click on the selected row number and choose "AutoFit Row Height."

**It's a handy tool for making your spreadsheet look clean and well-organized.**

**4. How can you insert new rows and columns into the existing table?**

**Ans-**Inserting new rows and columns in a table is a straightforward process. Here's how you can do it:

**Inserting Rows:****1. Excel:**

- Right-click on the row below where you want to insert a new row.

- Select "Insert" from the context menu.

**Or**

- Select the row below where you want to insert a new row.
- Go to the "Home" tab on the ribbon.
- Click on the "Insert" button in the Cells group.

### **Inserting Columns:**

#### **1. Excel:**

- Right-click on the column to the right of where you want to insert a new column.
- Select "Insert" from the context menu.

**or**

- Select the column to the right of where you want to insert a new column.
- Go to the "Home" tab on the ribbon.
- Click on the "Insert" button in the Cells group.

**These methods allow you to expand and modify your table structure as needed.**

### **5. How do you hide and unhide columns in excel?**

**Ans-**Hiding and unhiding columns in Excel is useful when you want to focus on specific parts of your data or when you want to temporarily conceal certain information. Here's how you can do it:

#### **Hiding Columns:**

##### **1. Select Columns:**

- Click on the column letter(s) at the top of the Excel sheet to select the column(s) you want to hide.

##### **2. Right-Click Menu:**

- Right-click on the selected column(s).
- Choose "Hide" from the context menu.

or

### **3. Home Tab:**

- Go to the "Home" tab on the ribbon.
- In the "Cells" group, click on "Format."
- Choose "Hide & Unhide" and then select "Hide Columns."

### **Unhiding Columns:**

#### **1. Select Adjacent Columns:**

- Click on the column letters on both sides of the hidden column(s) to select the adjacent columns.

#### **2. Right-Click Menu:**

- Right-click on the selected columns.
- Choose "Unhide" from the context menu.

or

### **3. Home Tab:**

- Go to the "Home" tab on the ribbon.
- In the "Cells" group, click on "Format."
- Choose "Hide & Unhide" and then select "Unhide Columns."

**Following these steps allows you to control the visibility of columns in Excel, making it easy to focus on specific parts of your data or reveal hidden information when needed.**

### **6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.**

**Ans-**Sure, let's create a simple table in Excel and use different functions available in the AutoSum command.

#### **1. Create a Table:**

- Open Excel and enter some data into columns.

**2. Use AutoSum for Total:** - Click on the cell where you want the total for the "Total" column.

- Go to the "Home" tab on the ribbon.
- Click on the "AutoSum" button in the "Editing" group.
- Excel will automatically select what it thinks is the range for the sum (e.g., `=SUM(D2:D4)``).
- Press Enter to apply the formula.

### **3. Use AutoSum for Subtotals:**

- Click on the cell below the column you want a subtotal for (e.g., below "Quantity").
- Click on the "AutoSum" button.
- Excel will automatically select the range for the sum (e.g., `=SUM(B2:B4)``).
- Press Enter to apply the formula.

### **4. Use AutoSum for Multiple Columns:**

- Click on the cell where you want the total for both Quantity and Price (e.g., cell B5).
- Drag to select both the "Quantity" and "Price" cells for the first row.
- Click on the "AutoSum" button.
- Excel will create a formula that adds both columns (e.g., `=SUM(B2:C2)``).
- Press Enter to apply the formula.