**Advance 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. Insert function in excel are:-

* **Financial Function**

**PMT()**: - Calculate the payment for a loan based on constant payment and a constant insert rate.

Syntax: - =PMT(rate, nper,pv,fv,type)

Example: - Lone Amount: - ₹1,00,000.00

Insert Rate P.A:- 8%

Loan Period (Year):- 2

Monthly EMI: - **[₹4,522.73 =-PMT(F7/12,F8\*12,F6)]**

* **Date & Time Function**

**TODAY()**: - Returns the current date formatted as a date.

Syntax: - =TODAY()

Example: - =TODAY() **[Current date 31/03/2023]**

* **Math & Trig**

**POWER():** - Return the result of a number raised to a power.

Syntax: - =POWER(number, power)

Example: - =POWER(5,2) **[25]**

* **Statistical Function**

**AVERAGE()**: - Returns the average of its arguments, which can be name, arrays, or references that contain numbers.

Syntax: - =AVERAGE(number1,nymber2,...)

Example: - =AVERAGE(4,6,2) **[4]**

* **Text Function**

**UPPER():** - Convert a text string to all uppercase letters.

Syntax: - =UPPER(text)

Example: - =UPPER(ineuron) **[INEURON]**

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

Ans. There are many different ways to select the columns and rows in excel using the mouse or keyboard.

Select the cell by using mouse.

* Select cell A1 (by using the left mouse button). Hold the mouse button pressed.
* Drag the cursor till cell E9 (so that it covers all the cells between A1 and E9).
* Leave the mouse button.
* Bring the cursor over the row number of the row that you want to select.
* Use the left mouse-click to select the entire row.
* Cell A1 to E9 it’s selected.
* (And same step to follow select entire columns.)

Select all the cell by using keyboard.

* Shortcut is **(Ctrl+A)**
* Select all the cell with the help of worksheet.
* Select the worksheet in which you want to select all the cells.
* Click on the small inverted triangle at the top left part of the worksheet.

1. What is AutoFit and why do we use it?

Ans. When we enter anything in a cell, we notice that size of the text is more than the size of the column.

Then to resolve this problem we use AutoFit. It is a feature that allows us to quickly adjust the row height or column width to fit the text completely. AutoFit feature is use in different way sometime we use by manually and sometime we us by double clicking in between two column and row, the cell size is adapted by text in cells.

Other step of using AutoFit is.

* Select the column we need to AutoFit.
* Click the Home tab.
* In the Cells group, click on the ‘Format’ option.
* Click on the ‘AutoFit Column Width’ option.

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

Ans. Steps to insert new row and columns into the existing table are:-

* Place the cursor in the document where we want to insert a table.
* Go to the **Insert tab** on the Ribbon and click on the **Table** option.
* An **Insert table** dialog box will appear.
* Select the **numbers of rows and columns.**
* Then press Enter.

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

Ans. Steps to hide a Columns.

* Select the column we want to hide.
* On the Home tab, in the Cells group, click Format.
* In the Format submenu, click Hide & Unhide.
* Choose Hide Columns.

Steps to unhide a Columns.

* Select the columns to the left and right of the hidden column.
* On the Home tab, in the Cells group, click Format.
* In the Format submenu, click Hide & Unhide.
* Choose Unhide Columns.

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

Ans. Functions available in **AutoSum.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Function** | **SUM** | **AVERAGE** | **COUNT** | **MAX** | **MIN** |
|  | 565 | 565 | 565 | 565 | 565 |
|  | 265 | 265 | 265 | 265 | 265 |
|  | 650 | 650 | 650 | 650 | 650 |
|  | 789 | 789 | 789 | 789 | 789 |
|  | 265 | 265 | 265 | 265 | 265 |
|  | 155 | 155 | 155 | 155 | 155 |
|  | 230 | 230 | 230 | 230 | 230 |
|  | 620 | 620 | 620 | 620 | 620 |
|  | 651 | 651 | 651 | 651 | 651 |
|  | 236 | 236 | 236 | 236 | 236 |
| **TOTAL** | **4426** | **442.6** | **10** | **789** | **155** |