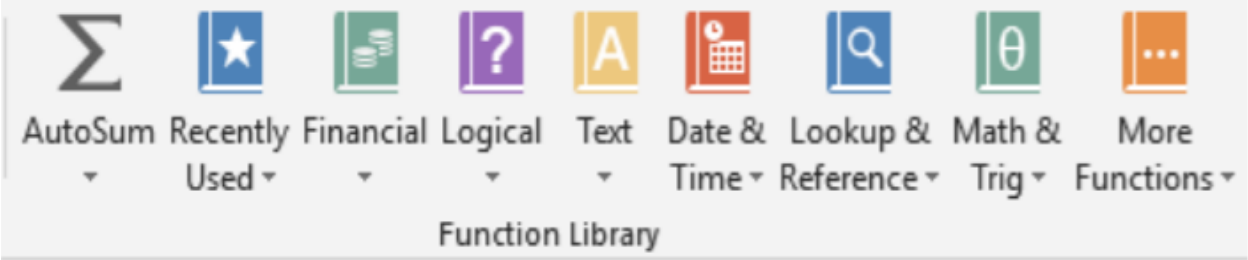
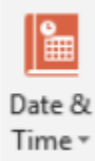
Excel Assignment - 7

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.**

The Function Library Group allows the user to utilize all of the formulas in Excel. The function is automatically inserted in the cell that is selected.



Date & Time Function



Date & Time functions calculate numbers into dates. There are many options available to return the date as desired from a variety of data sets. Information about the following functions is provided via support.office.com (anonymous, 2020).

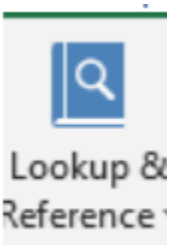
Date & Time Function	Description
DATE function	Returns the serial number of a particular date
DATEDIF function	Calculates the number of days, months, or years between two dates. This function is useful in formulas where you need to calculate an age.

DATEVALUE function	Converts a date in the form of text to a serial number
DAY function	Converts a serial number to a day of the month
DAYS function 	Returns the number of days between two dates
DAYS360 function	Calculates the number of days between two dates based on a 360-day year
EDATE function	Returns the serial number of the date that is the indicated number of months before or after the start date
EOMONTH function	Returns the serial number of the last day of the month before or after a specified number of months
HOUR function	Converts a serial number to an hour
ISOWEEKNUM function 	Returns the number of the ISO week number of the year for a given date
MINUTE function	Converts a serial number to a minute
MONTH function	Converts a serial number to a month
NETWORKDAYS function	Returns the number of whole workdays between two dates

NETWORKDAYS.INTL function 	Returns the number of whole workdays between two dates using parameters to indicate which and how many days are weekend days
NOW function	Returns the serial number of the current date and time
SECOND function	Converts a serial number to a second
TIME function	Returns the serial number of a particular time
TIMEVALUE function	Converts a time in the form of text to a serial number
TODAY function	Returns the serial number of today's date
WEEKDAY function	Converts a serial number to a day of the week
WEEKNUM function	Converts a serial number to a number representing where the week falls numerically with a year
WORKDAY function	Returns the serial number of the date before or after a specified number of workdays

WORKDAY.INTL function 	Returns the serial number of the date before or after a specified number of workdays using parameters to indicate which and how many days are weekend days
YEAR function	Converts a serial number to a year
YEARFRAC function	Returns the year fraction representing the number of whole days between start_date and end_date

Lookup & Reference Formulas



Lookup and Reference formulas allow you to work with large sets of data, and especially useful when you need to reference between multiple data sets. They can provide information about a range of data, find the location of a given address or value, or look up certain values in a large set of data. Information about the following functions is provided via support.office.com (anonymous, 2020).

Lookup & Reference Function	Description
ADDRESS function	Returns a reference as text to a single cell in a worksheet
AREAS function	Returns the number of areas in a reference
CHOOSE function	Chooses a value from a list of values

COLUMN function	Returns the column number of a reference
COLUMNS function	Returns the number of columns in a reference
FILTER function Office 365	Filters a range of data based on criteria you define
FORMULATEXT function 2013	Returns the formula at the given reference as text
GETPIVOTDATA function	Returns data stored in a PivotTable report
HLOOKUP function	Looks in the top row of an array and returns the value of the indicated cell
HYPERLINK function	Creates a shortcut or jump that opens a document stored on a network server, an intranet, or the Internet
INDEX function	Uses an index to choose a value from a reference or array
INDIRECT function	Returns a reference indicated by a text value
LOOKUP function	Looks up values in a vector or array
MATCH function	Looks up values in a reference or array

OFFSET function	Returns a reference offset from a given reference
ROW function	Returns the row number of a reference
ROWS function	Returns the number of rows in a reference
RTD function	Retrieves real-time data from a program that supports COM automation
SORT function 	Sorts the contents of a range or array
SORTBY function 	Sorts the contents of a range or array based on the values in a corresponding range or array
TRANSPOSE function	Returns the transpose of an array
UNIQUE function 	Returns a list of unique values in a list or range
VLOOKUP function	Looks in the first column of an array and moves across the row to return the value of a cell
XLOOKUP function 	Searches a range or an array, and returns an item corresponding to the first match it finds. If a match doesn't exist, then XLOOKUP can return the closest (approximate) match.

XMATCH function Office 365 Returns the relative position of an item in an array or range of cells.

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

Select one or more cells

1. Click on a cell to select it. Or use the keyboard to navigate to it and select it.
2. To select a range, select a cell, then with the left mouse button pressed, drag over the other cells.
   Or use the Shift + arrow keys to select the range.
3. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

Select one or more rows and columns

1. Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.
2. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.
3. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

Select table, list or worksheet

1. To select a list or table, select a cell in the list or table and press Ctrl + A.
2. To select the entire worksheet, click the Select All button at the top left corner.

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

AutoFit is a feature in Excel that allows you to quickly adjust the row height or column width to fit the text completely (so that there is no spilling over to other cells).

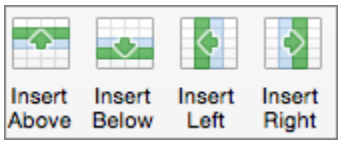
Also, AutoFit means that you don't have to manually specify the column width or row height (or manually drag and adjust the column width). It's Auto- i.e., it will figure out itself how much it should expand/contract to fit the current cell content

- **AutoFit Column Width:** This feature automatically adjusts the column width to fit the text in the cell. You can fit text for multiple columns at once (as we will see later in examples)
- **Autofit Row Height:** This feature automatically adjusts the row height to fit the text in the cell. You can autofit multiple rows at once**.**

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

1. Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).

2. To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.



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

Hide columns

1. Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.

2. Right-click the selected columns, and then select Hide.

Note: The double line between two columns is an indicator that you've hidden a column.

Unhide columns

1. Select the adjacent columns for the hidden columns.
2. Right-click the selected columns, and then select Unhide.

Or double-click the double line between the two columns where hidden columns exist.

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