**Excel Assignment – 7**

**QUESTONS**

**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.**

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

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

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

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

**6. Create an appropriate table within the worksheet and use different**

**functions available in the AutoSum command.**

**ANSWERS**

1. **Examples of functions available in the different dropdowns present in the function library in Excel include SUM, AVERAGE, COUNT, MAX, MIN, IF, VLOOKUP, CONCATENATE, LEFT, RIGHT, MID, TODAY, NOW, DATE, TIME, and TEXT. The Recently Used dropdown displays the most recently used functions.**
2. **You can select columns and rows in Excel by clicking on the row or column header, dragging the mouse over the desired rows or columns, or by using keyboard shortcuts. To select a single column or row, click on the column or row header. To select multiple columns or rows, drag the mouse over the desired columns or rows. To select all columns or rows, click on the rectangle box located above row 1 and to the left of column A.**
3. **AutoFit is a feature in Excel that allows you to resize the width or height of a cell, row, or column to fit the contents of its cells. This feature is used when the text in a cell is too long and needs to be wrapped or when a row or column is not wide or tall enough to display its contents. By using AutoFit, you can make the data in the cells more readable and presentable.**
4. **To insert new rows and columns into the existing table in Excel, right-click on the row or column where you want to insert the new row or column and select "Insert." You can also use the "Insert" command in the "Home" tab of the ribbon.**
5. **To hide columns in Excel, select the column or columns you want to hide, right-click on the selection, and select "Hide." To unhide columns, select the columns on either side of the hidden column, right-click on the selection, and select "Unhide." Alternatively, you can use the "Format" command in the "Home" tab of the ribbon to hide or unhide columns.**
6. **To create a table in Excel, select the data range and click on "Insert Table." To use different functions available in the AutoSum command, select the cell where you want to display the sum, click on the "AutoSum" command in the "Editing" group of the "Home" tab, and select the desired function from the dropdown. For instance, to calculate the sum of a range of cells, select the cell where you want to display the sum and click on the "Sum" function in the "AutoSum" dropdown.**