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. Let's take an example of a function from the "Math & Trig" dropdown:

ABS: The ABS function is available in the "Math & Trig" dropdown. It returns the absolute value of a number, disregarding its sign. For instance, if you have the number -5 in cell A1, entering,

"=ABS(A1)" in another cell will return the value 5.

The ABS function is useful when you need to work with the magnitude of a number, regardless of whether it is positive or negative.

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

Ans. You can select columns and rows in Excel using the following methods:

- Click and Drag: Click on the column letter or row number and drag the mouse to select the desired range of columns or rows.
- Shift + Arrow Keys: Press and hold the "Shift" key and use the arrow keys (up/down for rows, left/right for columns) to extend the selection.
- Ctrl + Spacebar: Press "Ctrl" and then the spacebar to select the entire column of the active cell.
- Shift + Spacebar: Press "Shift" and then the spacebar to select the entire row of the active cell.

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

Ans. AutoFit is a feature in Excel that automatically adjusts a

column's width or the row's height to fit the content within it. It

ensures that data is evident and improves readability by avoiding

content truncation.

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

Ans. To insert new rows and columns into an existing table in Excel, follow these steps:

- Select the row below where you want to insert new rows, right-click on the selected row, and choose "Insert" from the context menu. Alternatively, use the shortcut "Ctrl + Shift + +" (plus key). The new row(s) will be inserted above the selected row, pushing the existing rows downward.
- For inserting columns, select the column to the right of where you want to insert new columns, right-click on the selected column, and choose "Insert" from the context menu. Alternatively, use the shortcut "Ctrl + Shift + +" (plus key). The new column(s) will be inserted to the left of the selected column, shifting the existing columns to the right.

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

Ans. To Hide Columns:

- Select the column(s) that you want to hide. You can do this by clicking on the column letter(s) at the top of the worksheet.
- Right-click on the selected column(s) and choose "Hide" from the context menu. Alternatively, you can use the shortcut "Ctrl + 0" (zero).
- The selected column(s) will be hidden from view, and the adjacent columns will adjust to fill the gap.

To Unhide Columns:

- Select the columns on either side of the hidden column(s) to reveal the hidden columns. You can do this by clicking and dragging over the column letters.
- Right-click on the selected columns and choose "Unhide" from the context menu. Alternatively, you can use the shortcut "Ctrl + Shift + 0" (zero).
- The hidden column(s) will be unhidden and visible once again.

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

Ans.

C2 f_x =A2*100000-B2

	A	B	C	D	E	F
1	Sales	Expenses	Profit			
2	28	15334	2784666			
3	50	4645	4995355			
4	40	38457	3961543			
5	24	33184	2366816			
6	37	23398	3676602			
7	33	34731	3265269			
8	43	87696	4212304			
9	23	27342	2272658			
10	23	42417	2257583			
11	27	24744	2675256			
12	43	86341	4213659			
13	38	70204	3729796			
14	16	97836	1502164			
15	14	56276	1343724			
16						