**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**: TRUNC, SUMPRODUCT,AVERAGEIF,CHOOSE,INDEX, MATCH,VLOOKUP,EXACT,DOLLAR,AND,FALSE,TRUE,OR,ISERROR,DELTA etc.

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

**Ans:** Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.

Select the row number to select the entire row. ...

To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

**Ans:** Autofit automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

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

**Ans:** To insert a row, pick a cell or row that's not the header row, and right-click. To insert a column, pick any cell in the table and right-click. Point to Insert, and pick Table Rows Above to insert a new row, or Table Columns to the Left to insert a new column.

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

**Ans:** Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent. Right-click the selected columns, and then select Hide.

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

functions available in the AutoSum command.

**Ans:**

|  |  |  |  |
| --- | --- | --- | --- |
| Part Desc | Despatch qty | BASE PRICE PER ITEM | Total Amount |
| P.S.G. BOX | 16.000 | 1500.00 | 24000.00 |
| P.S.G. BOX -RH - 22 | 16.000 | 1300.00 | 20800.00 |
| P.S.G. BOX -RH | 16.000 | 2000.00 | 32000.00 |
| P.S.G. BOX -RH -130 | 16.000 | 2200.00 | 35200.00 |
| P.S.G. BOX -RH -4:1 | 16.000 | 2400.00 | 38400.00 |
| P.S.G. BOX | 16.000 | 160.00 | 2560.00 |
|  |  | **Total Sum** | 152960.00 |
|  |  | **Average** | 25493.33 |
|  |  | **Count** | 6.00 |
|  |  | **Max** | 38400.00 |
|  |  | **Min** | 2560.00 |
|  |  |  |  |