**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**- Here are examples of functions available in different dropdowns present in the function library in Microsoft Excel:

AutoSum Dropdown:

=SUM (A1:A10)

Financial Dropdown:

=PMT (rate, per, pv)

Logical Dropdown:

=IF (condition, value\_if\_true, value\_if\_false)

Text Dropdown

=CONCATENATE (A1, " ", B1)

Date & Time Dropdown:

=TODAY ()

Lookup & Reference Dropdown:

=VLOOKUP (lookup\_value, table\_array, col\_index\_num, [range\_lookup])

Math & Trig Dropdown:

=SQRT(A1)

Statistical Dropdown:

=AVERAGE (B1:B10)

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

**Ans**- There are a number of ways by which we can select the rows and columns. These types are

If you want to select the continuous Rows or the column, in this case we use Click on the header of the column (the letter at the top of the column), and drag your cursor to select multiple columns. Or we can also use the shortcut which CTRL Key + Shift Key + Arrow Key. In this we can select the either row and columns and the direction of the key is adjusted by arrow keys.

If we want to select the Non - continuous Rows or Columns in this we use the shortcut which is Ctrl+Right click on the mouse to select the cell.

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

**Ans**-AutoFit is the feature in the Microsoft Excel designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height. We have Shortcut key and also, we can do it manually also. For the Rows or columns first, we Select the rows then press Alt + H, then O, and finally, I. These ways we can Adjust the whole rows and columns at the same time. This is very important because when we have the multiple rows on the same sheets so in this if we do AutoFit manually one by one in this it is very time taken so in this, we use the AutoFit option here directly to Fit the rows and columns.

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

**Ans**- There are many numbers of ways by which we can insert the new rows and columns in the sheets. Here I am explaining the most common methods and shortcut that we are using the to insert the rows and columns in the sheets, this are-:

To Insert Rows:

Right-click on the row below where you want to insert new rows.

Choose "Insert" from the context menu.

This will insert a new row above the selected row. If you have multiple rows selected, it will insert that many rows.

Or we used the shortcut that is Ctrl-Shift-Plus (+) and your new row will appear above the one you selected.

To Insert Columns:

Right-click on the column to the right of where you want to insert new columns.

Choose "Insert" from the context menu.

This will insert a new column to the left of the selected column. If you have multiple columns selected, it will insert that many columns.

Or we used the shortcut that is Alt + I + C and your new columns will appear left the one you selected.

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

**Ans**- We can unhide and hide columns in the excel either using the shortcut or using the option available in the excel.

To Hide Columns:

Select the columns or cell that you want to hide

Right click on the selected cell or columns

Choose “hide” option available in the context menu.

Or we can use the Shortcut for this, first select the columns whom you want to hide and press Ctrl+0(Zero).

To Unhide Columns:

Select the columns on either side of the hidden columns.

Right-click on the selected columns.

Choose "Unhide" from the context menu.

Or we can use the shortcut for this, the shortcut for this is Ctrl + shift+0.

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

**Ans** - There are many functions available in the AutoSum command in the excel. The most common function that we are used, this are-

Sum: Adds up all the numbers in a range

Average: Calculates the average of numbers in a range.

Count Numbers: Counts the number of cells in a range that contain numbers.

Max: Returns the highest value in a range.

Min: Returns the lowest value in a range.

This is the most common function that we use through the drop-down menu next to the AutoSum button in the toolbar. I am adding the Google sheet where I am adding all functions I am used to.

Please click on the [link](https://docs.google.com/spreadsheets/d/1FzZzzpmug9qcJCBflt_4Z8hh2UPIM1MXU6a-PT_6zzk/edit?usp=sharing) .