**Advance 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.

Certainly! Here are some examples of functions available in different dropdowns of the Function Library when using the "Insert Function" feature in Excel:  
  
AutoSum:  
  
SUM: Adds a range of cells.  
AVERAGE: Calculates the average of a range of cells.  
COUNT: Counts the number of cells that contain numbers.  
MIN: Returns the smallest value in a range of cells.  
MAX: Returns the largest value in a range of cells.  
Recently Used:  
  
VLOOKUP: Searches for a value in the first column of a table and returns a corresponding value in a specified column.  
IF: Performs a logical test and returns one value if the test evaluates to TRUE and another value if the test evaluates to FALSE.  
CONCATENATE: Joins multiple text strings into one string.  
INDEX: Returns the value of a cell in a specified row and column of a range.  
COUNTIF: Counts the number of cells within a range that meet a specified criterion.  
Financial:  
  
PV: Calculates the present value of an investment or loan.  
FV: Calculates the future value of an investment or loan.  
PMT: Calculates the periodic payment for an investment or loan with a fixed interest rate.  
RATE: Calculates the interest rate per period of an investment or loan.  
NPV: Calculates the net present value of an investment based on a series of cash flows.  
Logical:  
  
AND: Returns TRUE if all arguments are TRUE; otherwise, returns FALSE.  
OR: Returns TRUE if any argument is TRUE; otherwise, returns FALSE.  
NOT: Reverses the logical value of its argument (e.g., changes TRUE to FALSE).  
IFERROR: Returns a value if a formula evaluates to an error; otherwise, returns the result of the formula.  
XOR: Returns TRUE if an odd number of arguments are TRUE; otherwise, returns FALSE.  
Text:  
  
LEFT: Returns a specified number of characters from the start of a text string.  
RIGHT: Returns a specified number of characters from the end of a text string.  
MID: Returns a specific number of characters from a text string, starting at a specified position.  
CONCAT: Joins multiple text strings into one string.  
PROPER: Capitalizes the first letter of each word in a text string.  
Date & Time:  
  
TODAY: Returns the current date.  
NOW: Returns the current date and time.  
DATE: Returns the serial number of a particular date.  
YEAR: Returns the year of a date.  
MONTH: Returns the month of a date.

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

Ans.

To select a single column, click on the header of the column. The header is the lettered row above the column.  
To select a single row, click on the header of the row. The header is the numbered column to the left of the row.  
Select Multiple Adjacent Columns or Rows:  
  
To select multiple adjacent columns, click and drag across the column headers of the desired columns.  
To select multiple adjacent rows, click and drag across the row headers of the desired rows.  
Select Multiple Non-adjacent Columns or Rows:  
  
To select multiple non-adjacent columns, hold down the Ctrl key and click on the column headers of the desired columns.  
To select multiple non-adjacent rows, hold down the Ctrl key and click on the row headers of the desired rows.  
Select Entire Columns or Rows:

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

Ans. Excel's AutoFit feature is designed to 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. Click where you want in your table to add a row or column and then click the Layout tab. 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?**

Ans.

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.

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

**Ans.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Socal Science | Math | English | Total |
| Amit | 60 | 50 | 50 | 160 |
| Sumit | 95 | 57 | 45 | 197 |
| Raj | 96 | 48 | 69 | 213 |
| Vijay | 62 | 20 | 30 | 112 |
| Suman | 61 | 54 | 89 | 204 |
| kamal | 93 | 62 | 54 | 209 |
|  |  |  |  |  |
| Sum of SS | 467 |  |  |  |
| Avg of SS | 77.83333 |  |  |  |
| Count of SS | 6 |  |  |  |
| Max of SS | 96 |  |  |  |
| Min of SS | 6 |  |  |  |