

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.

Here are some examples of functions from different categories in Excel's Insert Function library:

AutoSum:

- **SUM**: Adds up all the numbers in a range.
- **AVERAGE**: Calculates the average of numbers in a range.
- **COUNT**: Counts the number of cells that contain numbers.

Recently Used: Functions that you have recently used will appear in this list. The functions listed here will vary depending on your recent usage.

Financial:

- **PMT**: Calculates the periodic payment for a loan with a fixed interest rate and term.
- **NPV**: Calculates the net present value of a series of cash flows.

Logical:

- **IF**: Performs a conditional test and returns one value if the condition is true and another value if it's false.
- **AND**: Checks if all specified conditions are true, and returns TRUE if they are, and FALSE otherwise.

Text:

- **CONCATENATE**: Combines two or more text strings into one string.
- **LEFT**: Returns a specified number of characters from the beginning of a text string.

Date & Time:

- **TODAY**: Returns the current date.
- **DATEDIF**: Calculates the difference between two dates in various units (e.g., days, months, years).

Lookup & Reference:

- **VLOOKUP**: Searches for a value in the first column of a table and returns a value in the same row from a specified column.
- **HLOOKUP**: Similar to VLOOKUP but searches horizontally.

Math & Trig

- **ROUND**: Rounds a number to the nearest specified number of decimal places.
- **SIN**: Returns the sine of an angle in radians.

More Functions:

- **INDEX**: Returns the value of a cell in a specific row and column of a range.
- **MATCH**: Searches for a specified value in a range and returns its relative position.

These are just a few examples of the functions available in Excel's "Insert Function" library.

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

In Microsoft Excel, you can select columns and rows using various methods, depending on your specific needs. Here are the different ways to select columns and rows:

Mouse Click and Drag:

- To select a single column, click on the column header letter (e.g., "A" for the first column), and it will highlight the entire column.
- To select multiple adjacent columns, click and drag your mouse across the column headers. Release the mouse button to select the desired columns.
- To select a single row, click on the row number (e.g., "1" for the first row), and it will highlight the entire row.
- To select multiple adjacent rows, click and drag your mouse across the row numbers. Release the mouse button to select the desired rows.

Keyboard Shortcuts:

- To select an entire column, place your cursor in a cell within the column and press **Ctrl + Spacebar**.
- To select an entire row, place your cursor in a cell within the row and press **Shift + Spacebar**.
- To select the entire worksheet, press **Ctrl + A**.

Selecting Specific Columns or Rows: Hold down the **Ctrl** key on your keyboard while clicking on column headers or row numbers to select non-adjacent columns or rows. This allows you to select multiple individual columns or rows.

Using Excel's "Name Box":

- Click on the "Name Box" located to the left of the formula bar.
- Type the column letter(s) and/or row number(s) you want to select, separated by a colon (e.g., "A:C" to select columns A to C or "1:3" to select rows 1 to 3).
- Press **Enter**, and the specified columns or rows will be selected.

Using Excel's "Go To" Dialog:

- Press **Ctrl + G** to open the "Go To" dialog.
- In the dialog box, you can enter a reference such as "A:A" for a column or "1:1" for a row.
- Click the "OK" button, and the specified columns or rows will be selected.

Using the "Select" Button in the Ribbon:

- Go to the "Home" tab in the Excel ribbon.
- In the "Editing" group, you'll find a "Find & Select" button. Click it and choose "Select Columns" or "Select Rows" to open a dialog where you can specify criteria for selection.

These methods give you flexibility in selecting columns and rows in Excel, whether you need to work with individual cells, entire columns or rows, or non-adjacent ranges.

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

"AutoFit" is a feature in Microsoft Excel (and other spreadsheet software) that allows you to automatically adjust the width of a column or the height of a row to fit the contents within them. It ensures that the text or data in a cell is fully visible without any truncation or hidden content. AutoFit is a helpful tool for improving the readability and presentation of your Excel worksheets. Here's why and how it's used:

Ensures Text Visibility: When you have lengthy text or numbers in a cell, they might get cut off if the column or row isn't wide or tall enough. AutoFit adjusts the column width or row height so that all the content is visible without manual adjustments.

Enhances Presentation: AutoFit helps make your Excel spreadsheet look more professional and neat by ensuring that all the content is well-organized and fully visible, improving readability.

Saves Time: Instead of manually adjusting the column or row dimensions by dragging them to fit the content, you can use AutoFit to quickly and accurately adjust them with just a few clicks.

Here's how to use AutoFit in Excel:

AutoFit Column Width:

- Click on the lettered header of the column you want to autofit (e.g., "A" for column A).
- Go to the "Home" tab in the Excel ribbon.
- In the "Cells" group, you'll find the "Format" dropdown.
- Click on the "Format" dropdown, and then select "AutoFit Column Width."

AutoFit Row Height:

- Click on the numbered header of the row you want to autofit (e.g., "1" for row 1).
- Go to the "Home" tab in the Excel ribbon.
- In the "Cells" group, you'll find the "Format" dropdown.
- Click on the "Format" dropdown, and then select "AutoFit Row Height."

Excel will adjust the column width or row height to fit the longest or tallest content within that column or row. It's a simple and efficient way to optimize your spreadsheet's appearance and ensure all data is visible without manual adjustments.

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

Inserting Rows:

Select the Row Where You Want to Insert: Click on the row number below which you want to Insert a new row. For example, if you want to insert a row between rows 2 and 3, click on row 3.

Right-Click and Choose "Insert": Right-click on the selected row number, and from the context menu that appears, select "Insert."

Alternatively, you can use the following keyboard shortcut:

- Windows: **Ctrl** + **Shift** + **+** (plus key)
- Mac: **Cmd** + **Shift** + **+** (plus key)

A new row will be inserted above the selected row, pushing the existing rows down.

Inserting Columns:

Select the Column Where You Want to Insert: Click on the column letter to the right of which you want to insert a new column. For example, if you want to insert a column between columns B and C, click on column C.

Right-Click and Choose "Insert": Right-click on the selected column letter, and from the context menu that appears, select "Insert."

Alternatively, you can use the following keyboard shortcut:

- Windows: **Ctrl** + **Spacebar** (to select the entire column), then **Ctrl** + **Shift** + **+** (plus key)
- Mac: **Cmd** + **Spacebar** (to select the entire column), then **Cmd** + **Shift** + **+** (plus key)

A new column will be inserted to the left of the selected column, shifting the existing columns to the right.

These steps allow you to insert new rows or columns anywhere within your existing table in Excel. The existing data will automatically adjust to accommodate the new rows or columns. This is a handy feature when you need to add more data or make your table larger without disrupting your existing content.

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

You can hide and unhide columns in Microsoft Excel to temporarily conceal or reveal specific columns in your worksheet. Here's how to do it:

To Hide Columns:

Select the Columns: Click on the column letter(s) at the top of the columns that you want to hide. For example, to hide columns B and C, click on the column letters "B" and "C."

Right-Click and Choose "Hide": Right-click on the selected columns, and from the context menu that appears, select "Hide." Alternatively, you can also use the following keyboard shortcut:

- Windows: **Ctrl** + **0** (zero)
- Mac: **Cmd** + **0** (zero)

The selected columns will be hidden, and you will no longer see them in the worksheet. The column letters will have a gap where the hidden columns were.

To Unhide Columns:

Select the Columns Adjacent to the Hidden Columns: Click on the column letters immediately to the left and right of the hidden columns. For example, if you've hidden columns B and C, click on columns A and D.

Right-Click and Choose "Unhide": Right-click on one of the selected columns, and from the context menu that appears, select "Unhide."

Alternatively, you can use the following keyboard shortcut:

- Windows: **Ctrl** + **Shift** + **0** (zero)
- Mac: **Cmd** + **Shift** + **0** (zero)

The hidden columns will be unhidden and become visible again in your worksheet.

Note that you need to select columns adjacent to the hidden columns to unhide them because Excel doesn't allow you to directly select hidden columns. This way, Excel knows which columns you want to unhide.