

# 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: **AutoSum:** A formula appears in cell B7, and Excel highlights the cells we are totaling.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

Press Enter to display the result (95.94) in cell B7. We can also see the formula in the formula bar at the top of the Excel window.

B7				
	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	95.95		
8				

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

Ans: The different ways to select columns and rows are:

1. Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.
2. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.
3. 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 means to fit automatically by resizing. 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: To insert new rows and columns into the existing table are as follows:

- Click where we want in our table to add a row or column and then click the **Layout** tab (this is the tab next to the **Table Design** tab on the ribbon).
- 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: To hide and unhide columns in excel steps to be followed:

**Hide columns:**

- 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**.

**Unhide columns:**

- Select the adjacent columns for the hidden columns.
- Right-click the selected columns, and then select **Unhide**.

Or double-click the double line between the two columns where hidden columns exist.

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

Ans:

Name	Science	Computer	Maths	Hindi	English	Total Marks	Average Marks	Max	Min
Dev	67	76	76	87	98	404	80.8	98	67
Chiranjib	87	77	87	83	62	396	79.2	87	62
Suraj	78	67	72	60	50	327	65.4	78	50
Alam	76	98	87	72	75	408	81.6	98	72
Ram	77	84	64	59	86	370	74	86	59
Sujit	56	82	61	66	34	299	59.8	82	34