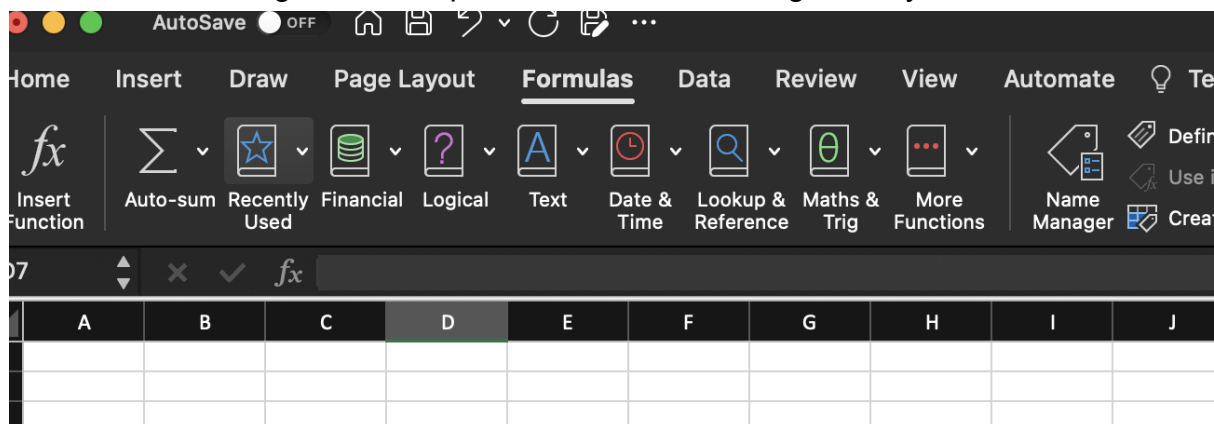


Excel Assignment - 7

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. Financial, Logical, LookUp & reference, Math& trigonometry.



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

Ans. Click letter at the top (Col Name) to select the entire column. Or click on any cell in the column and then press Ctrl + Space to select whole column,.

For row, click on row number or click on any cell in the row and then press Shift + Space to select entire row.

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

Ans. This option Change the column width to automatically fit the contents.

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

- It can be done with **Resize** command in Excel,
- If you just TYPE below the last row or Column of table it automatically includes that row/column in table.
- Right Click inside table and use Insert Row/Column option to insert rows/columns

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

Ans. Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

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

	A	B	C	D	E	F	G
1		Name	Subject	Marks			
2		Deepali	Maths	80			
3		Priyanka	Physics	60			
4		Mannu	History	30			
5		Annu	Science	70			
6		Jinnu	Chemistry	23			
7			Total	263			
8			Average	52.6			
9			Count No.	5			
10			Max	80			
11							
12							
13							
14							
15							