**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.**

Function Library in Excel:

1. AutoSum (Formulas > AutoSum):

* SUM: Adds a range of numbers.
* AVERAGE: Calculates the average of a range of numbers.
* COUNT: Counts the number of cells in a range that contains numbers.
* MAX: Returns the maximum value in a range.
* MIN: Returns the minimum value in a range.

2. Recently Used (Formulas > Recently Used):

This section displays recently used functions, which will vary based on your usage history.

3. Text (Formulas > Text):

* CONCATENATE: Joins two or more text strings together.
* UPPER: Converts text to uppercase.
* LOWER: Converts text to lowercase.
* LEN: Returns the number of characters in a text string.
* LEFT: Extracts a specified number of characters from the beginning of a text string.

4. Date & Time (Formulas > Date & Time):

* DATE: Returns the date given a year, month, and day.
* TODAY: Returns the current date.
* NOW: Returns the current date and time.
* DATEDIF: Calculates the difference between two dates with various units (days, months, years, etc.).
* EOMONTH: Returns the last day of the month, a specified number of months before or after a date.

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

* Click and drag.
* Keyboard Shortcuts (Ctrl + Space for columns, Shift + Space for rows).
* Select All (click on column/row header).
* Select Multiple Non-Adjacent (Ctrl + click).
* Name Box (enter column/row name).
* Excel Ribbon (Find & Select).
* VBA (programmatically).

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

AutoFit in Excel is a feature that automatically resizes the width of a column or the height of a row to fit the contents within it. It allows you to quickly adjust the column or row width/height to display the full content without any truncation or wrapping.

We use AutoFit to ensure that all the data within a column or row is visible without manually adjusting the column width or row height. It saves time and effort, especially when dealing with large datasets, as it optimizes the display to fit the content neatly. AutoFit is commonly used to enhance the readability and presentation of data in Excel spreadsheets.

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

1. Insert New Rows:

* Place the cursor in a cell within the row above which you want to insert new rows.
* Right-click and select "Insert" from the context menu, then choose "Entire Row."
* Alternatively, go to the "Home" tab, click on the "Insert" button in the Cells group, and select "Insert Sheet Rows."

2. Insert New Columns:

* Place the cursor in a cell within the column to the left of where you want to insert new columns.
* Right-click and select "Insert" from the context menu, then choose "Entire Column."
* Alternatively, go to the "Home" tab, click on the "Insert" button in the Cells group, and select "Insert Sheet Columns."

1. **How do you hide and unhide columns in excel?**

**Hide Columns:**

* Select the column(s), right-click, and choose "Hide."

**Unhide Columns:**

* Select surrounding columns, right-click, and choose "Unhide."
* Alternatively, use "Format" > "Hide & Unhide" > "Unhide Columns" and select the column to unhide.

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

