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.**

   **There are several ways you can insert your functions:**
   - Formulas tab, Insert Function.
   - Pressing (Shift + F3)
   - Clicking the Insert Function button "fx".
   - Typing an equal sign directly into a cell. This method does not display the "Insert Function" dialog box.
   - Using the Name Box on the left of the formula bar.

   To insert AutoSum function, need to follow the following steps:
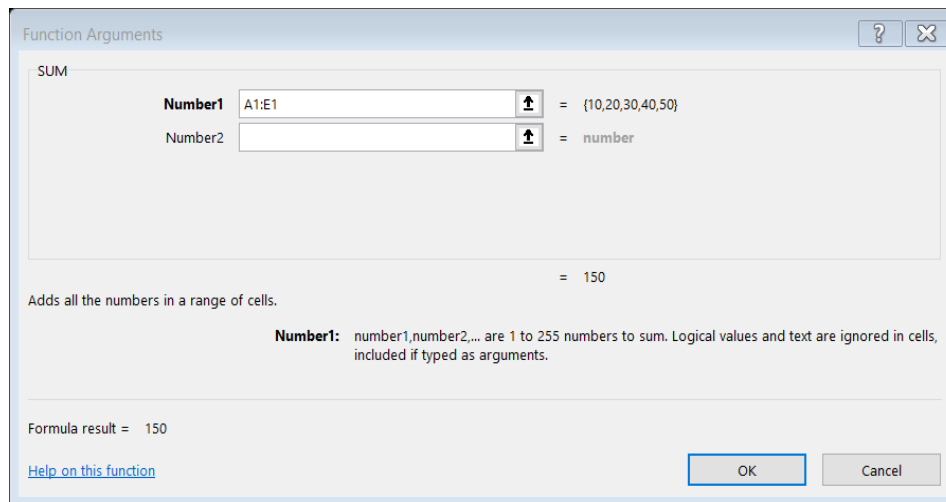
Step 1. Select a cell.

Step 2. Click the Insert Function button. The 'Insert Function'dialog box appears.

Step 3. Look for a function or select a function from a category. For example, choose SUM from the statistical category.
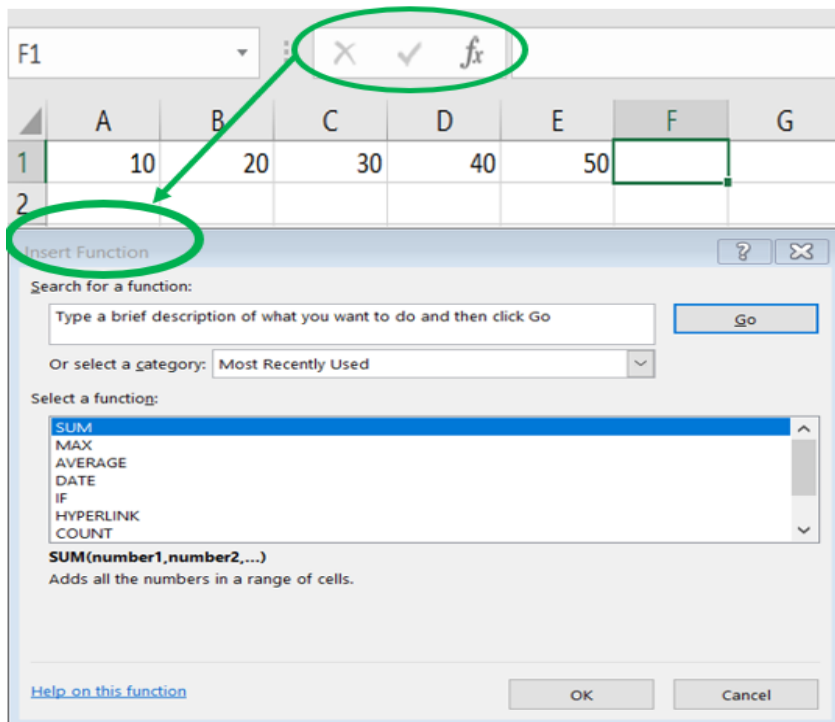
Step 4. Click OK.

The '**Function Arguments**' dialog box appears.

Step 5. Click within the Range box and select the range A1:E1.

Step 6. Click OK.

Result: *Excel will sum all the number which are present from A1:E1.*

To insert MAX function, need to follow the following steps:
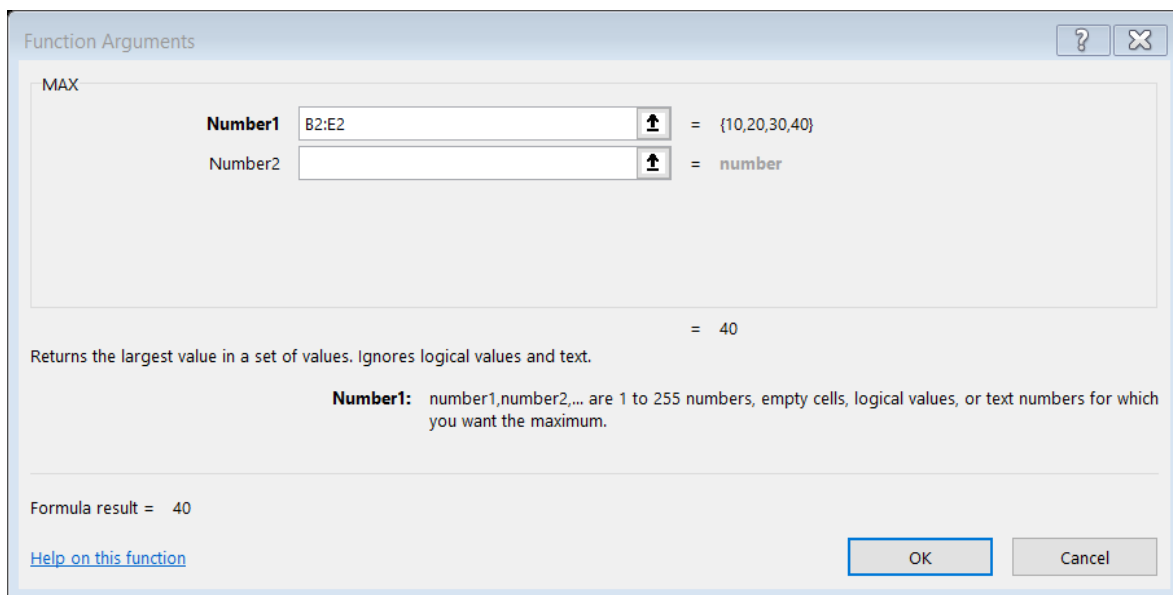
Step 1. Select a cell.

Step 2. Click the Insert Function button. The '**Insert Function**' dialog box appears.

Step 3. Look for a function or select a function from a category. For example, choose MAX from the statistical category.

	A	B	C	D	E	F
1	NAME	sachin	sujay	Amraditya	Manoj	Maximum marks
2	MARKS	10	20	30	40	
3						

Insert Function

Search for a function:

Type a brief description of what you want to do and then click Go	Go

Or select a category: Most Recently Used

Select a function:

```
MAX
SUM
AVERAGE
DATE
IF
HYPERLINK
COUNT
```

MAX(number1,number2,...)
Returns the largest value in a set of values. Ignores logical values and text.

Help on this function   OK   Cancel

Step 4. Click OK. The 'Function Arguments' dialog box appears.

Step 5. Click within the Range box and select the range A1:E1.

Function Arguments

MAX

Number1	B2:E2	= {10,20,30,40}
Number2		= number

= 40

Returns the largest value in a set of values. Ignores logical values and text.

Number1:   number1,number2,... are 1 to 255 numbers, empty cells, logical values, or text numbers for which you want the maximum.

Formula result = 40

Help on this function   OK   Cancel

Step 6. Click OK

Result: Excel will MAX all the number which are present from B2:E21

	A	B	C	D	E	F
1	NAME	sachin	sujay	Amraditya	Manoj	Maximum marks
2	MARKS	10	20	30	40	40
3						

F2 =MAX(B2:E2)

To insert COUNT function, need to follow the following steps:

Step 1. Select a cell.

Step 2. Click the Insert Function button. The '**Insert Function**' dialog box appears.

Step 3. Look for a function or select a function from a category. For example, choose COUNT from the statistical category.
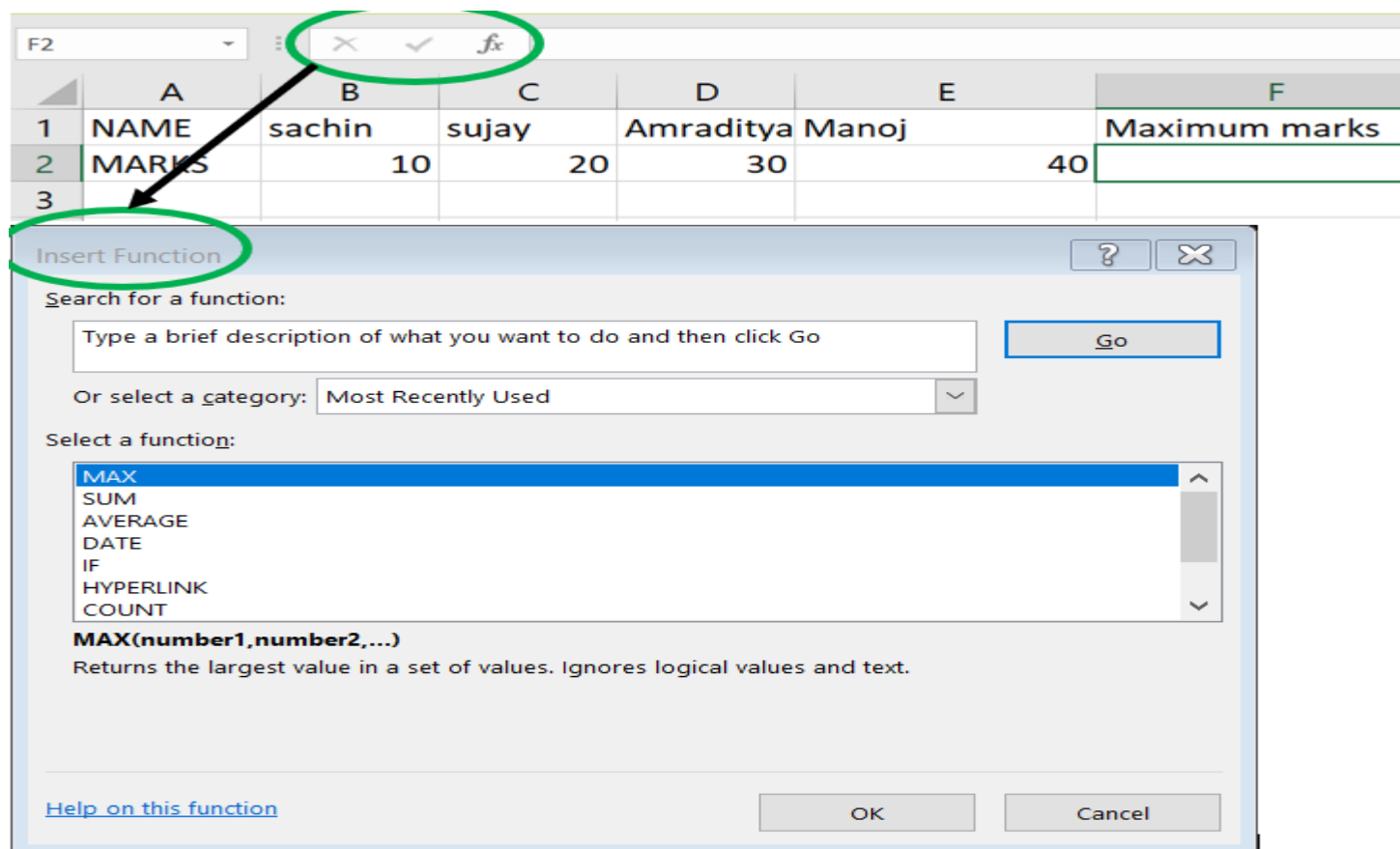
Step 4. Click OK.

The '**Function Arguments**' dialog box appears.

Step 5. Click within the Range box and select the range B2:E2.

Step 6. Click OK.
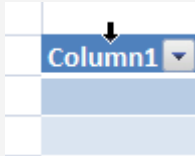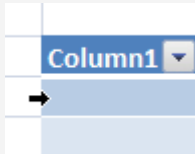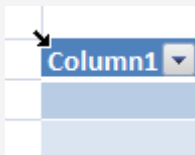
Result: Excel will COUNT all the number which are present from B2:E2

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

You can select cells and ranges in a table just like you would select them in a worksheet, but selecting table rows and columns is different from selecting worksheet rows and columns.

| To select	Do this
A table column with or without table headers	Click the top edge of the column header or the column in the table. The following selection arrow appears to indicate that clicking selects the column.

To select	Do this
	  Note: Clicking the top edge once selects the table column data; clicking it twice selects the entire table column. You can also click anywhere in the table column, and then press CTRL+SPACEBAR, or you can click the first cell in the table column, and then press CTRL+SHIFT+DOWN ARROW. **Note:** Pressing CTRL+SPACEBAR once selects the table column data; pressing CTRL+SPACEBAR twice selects the entire table column.
A table row	Click the left border of the table row. The following selection arrow appears to indicate that clicking selects the row. You can click the first cell in the table row, and then press CTRL+SHIFT+RIGHT ARROW.
All table rows and columns	Click the upper-left corner of the table. The following selection arrow appears to indicate that clicking selects the table data in the entire table. Click the upper-left corner of the table twice to select the entire table, including the table headers. You can also click anywhere in the table, and then press CTRL+A to select the table data in the entire table, or you can click the top-left most cell in the table, and then press CTRL+SHIFT+END. Press CTRL+A twice to select the entire table, including the table headers.

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

AutoFit is a feature in [Microsoft Excel](#) that automatically adjusts the width or height of a [cell](#). Below are the steps on how to utilize this feature.
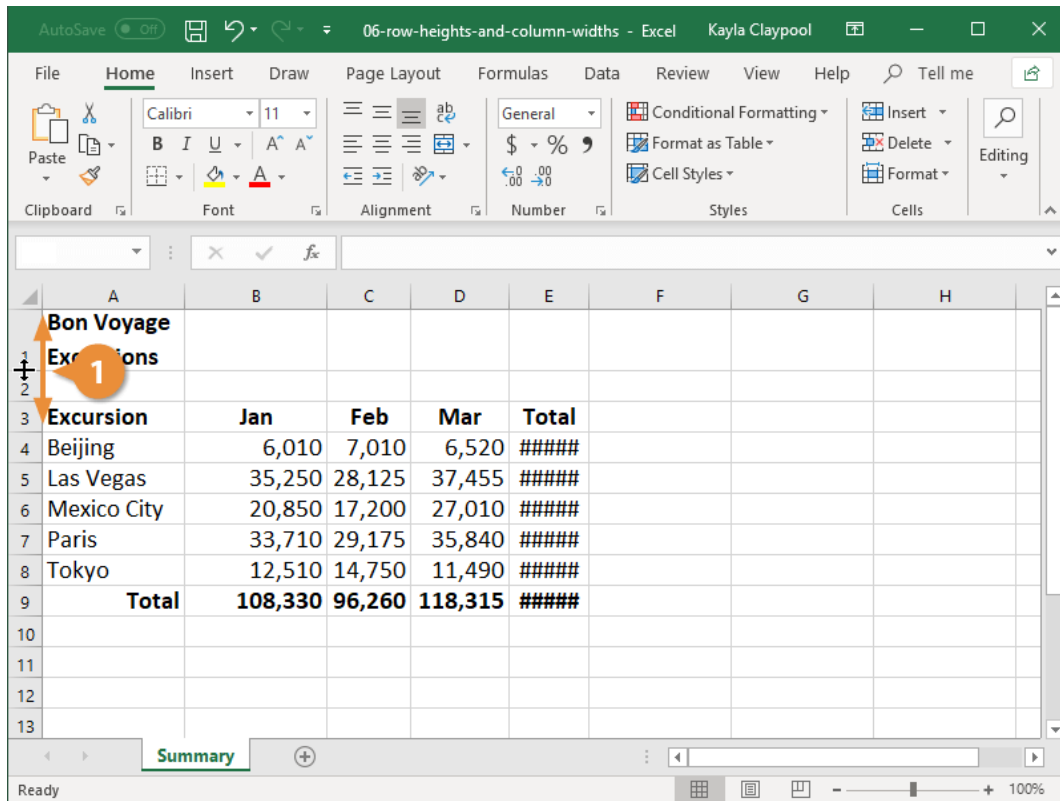
Adjust Column Width

Click and drag a column header's right border to the left or right.
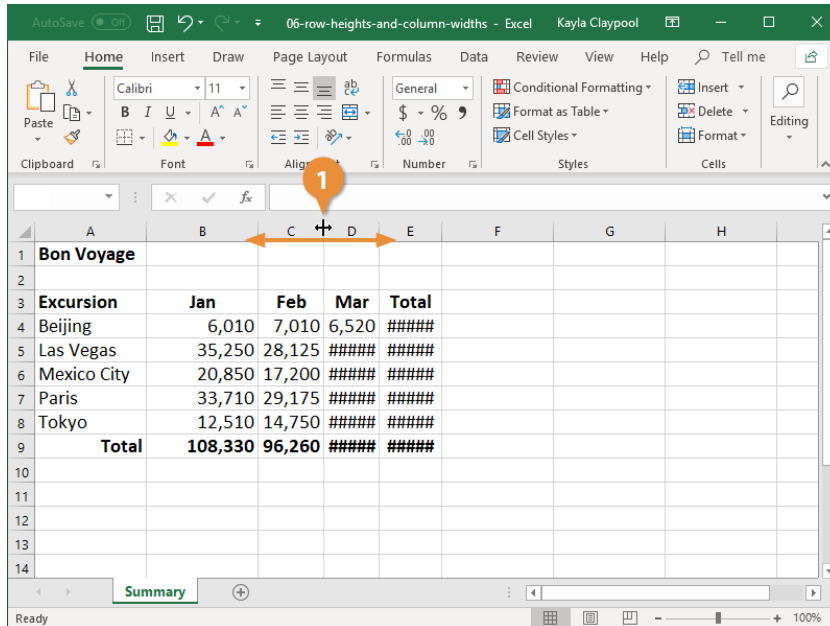
Tip: When you position the cursor over a column heading's border, a two-headed black arrow appears. This needs to be showing before clicking and dragging.

Adjust Row Height

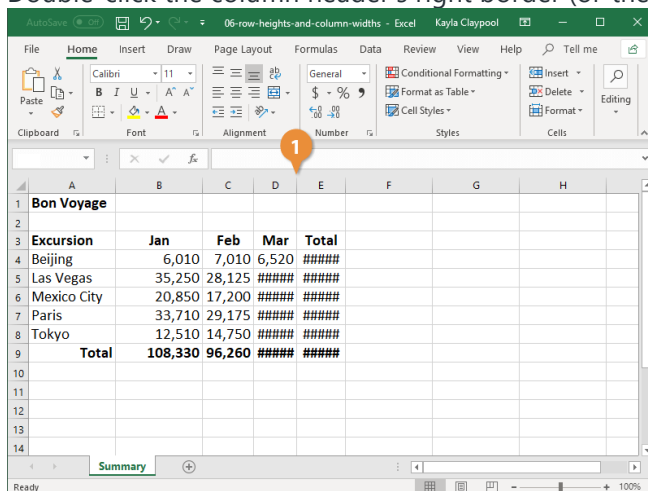Click and drag a row header's bottom border up or down.

A line appears as you drag, showing you where the new row border will be.

AutoFit Columns or Rows

The AutoFit feature automatically resizes columns or rows to fit the cell in each column or row that has the widest or tallest contents.
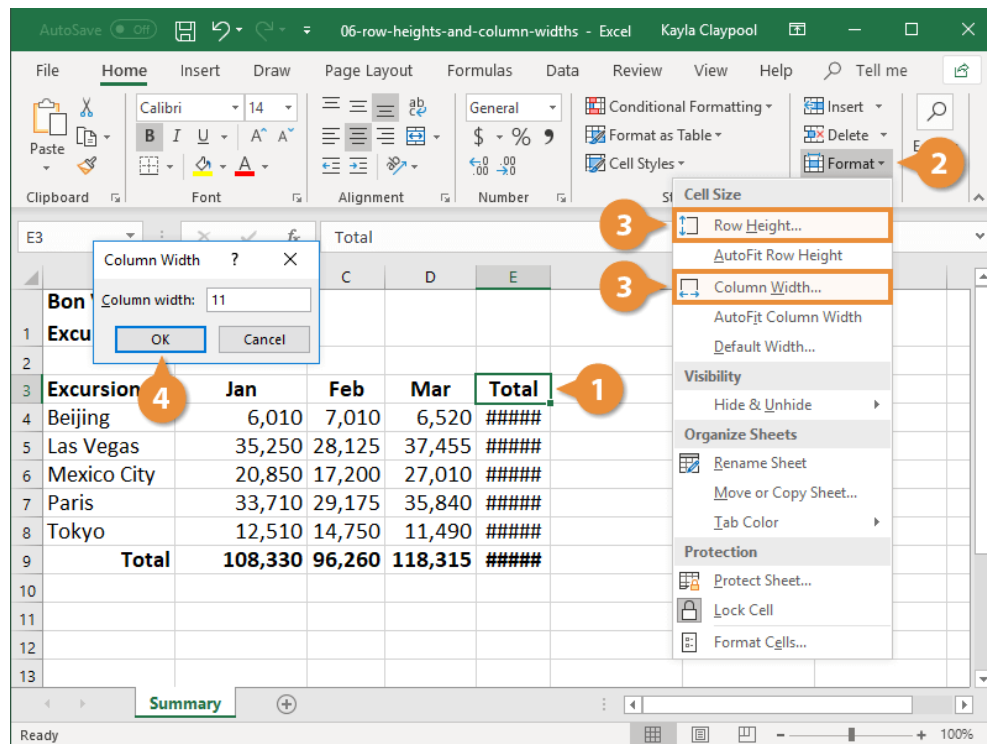
1. Double-click the column header's right border (or the row header's bottom border)

Set a Row or Column Value

If you know exactly what size you want a column or row to be, you can set a precise value.

- Select a cell in the column or row you want to adjust.
- Click the Format button arrow on the Home tab.
- Select Row Height or Column Width.
- Type a row height or column width and click OK.

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

Insert a Row or Column within a Table

1. Select a cell in the table row or column next to where you want to add the row or column.

   Insert options aren't available if you select a column header.

2. Click the Insert list arrow on the Home tab.
3. Select an insert table option.
   - Insert Table Rows Above: Inserts a new row above the select cell.

- Insert Table Columns to the Left: Inserts a new column to the left of the selected cell.
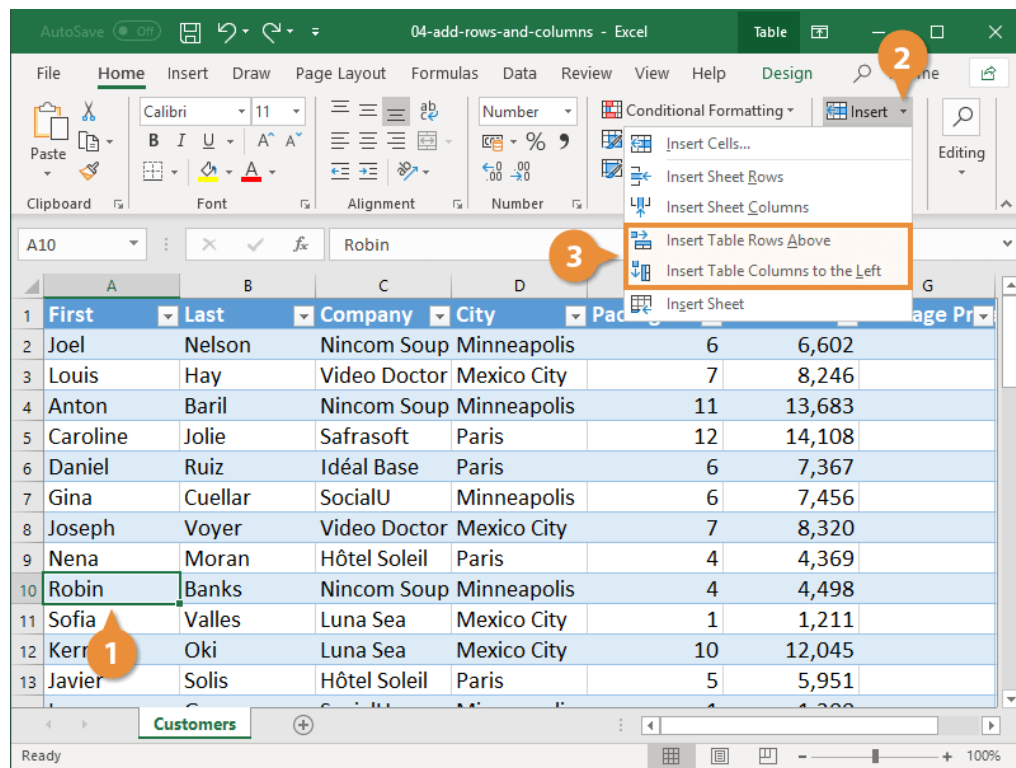
Shortcut: Right-click a row or column next to where you want to add data, point to **Insert** in the menu, and select an insertion option.

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

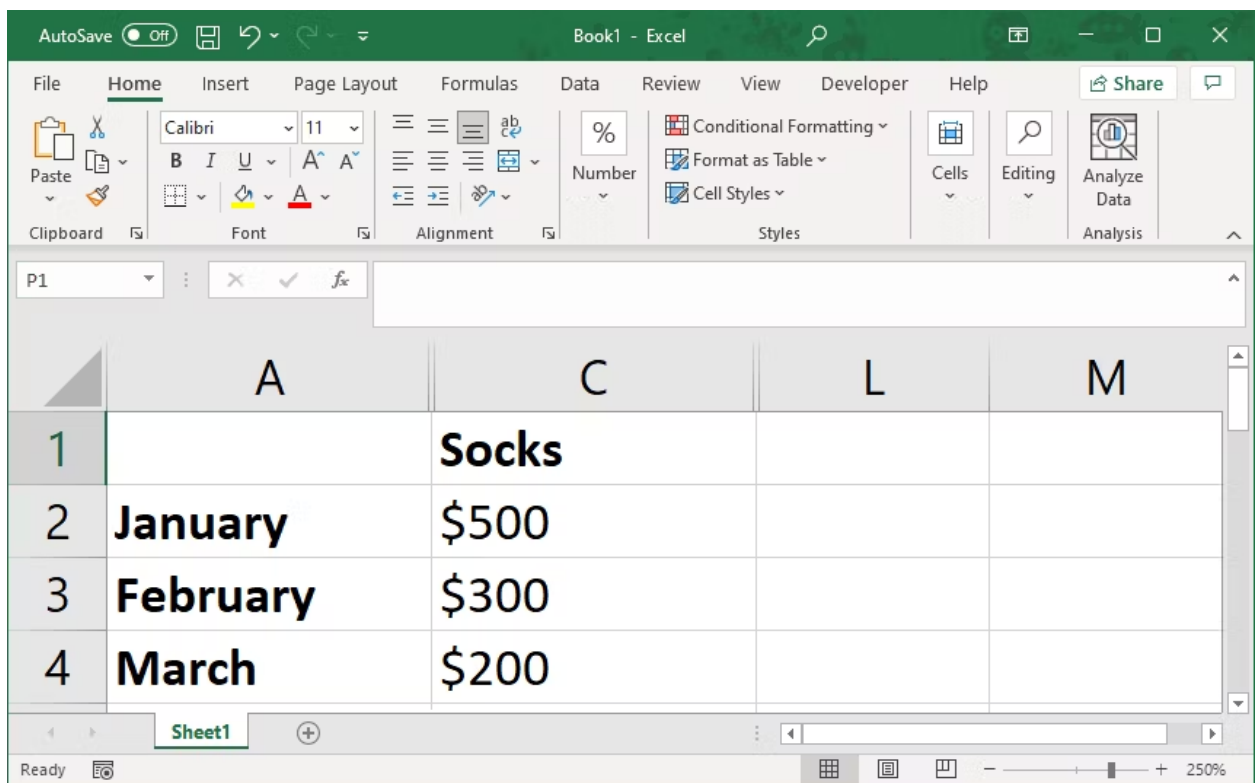### How to Hide Columns and Rows in Excel

Start by selecting the column(s) or row(s) you want to hide.

Once you make your selection(s), follow one of these methods to hide the columns or rows.

- Right-click the selected column or row you want to hide and choose **Hide**. (This method will not work if you've typed in the column or row identifier.)
- Use the shortcut **Ctrl + 9** to hide rows and **Ctrl + 0** to hide columns.
- Click the **Home** tab and in the **Cells** group, click **Format** > **Hide and Unhide** and pick either **Hide Rows** or **Hide Columns**.
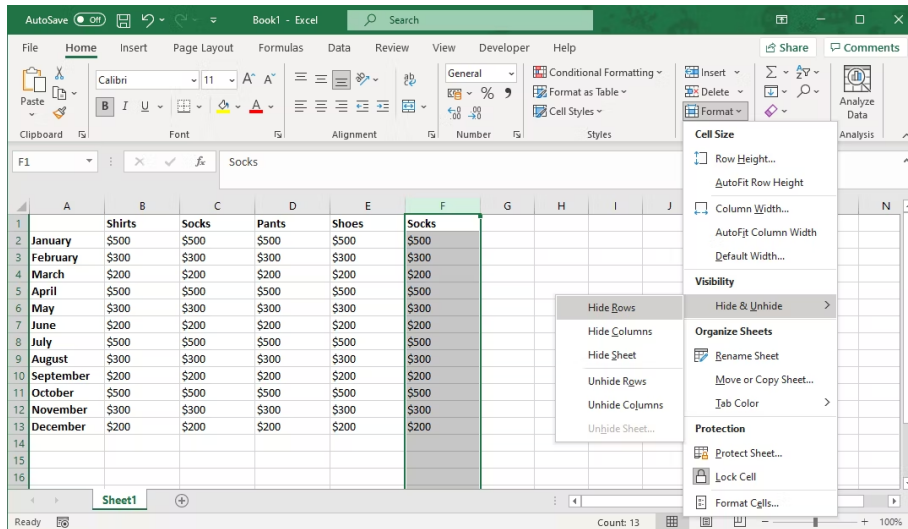
The column or row will be hidden and you'll see a thin double line indicating where the hidden column or row resides.

How to Unhide Columns or Rows in Excel

There are a few ways to select and unhide columns or rows:

- Right-click the thin double line indicating a hidden row or column and select **Unhide**.
- Select the two surrounding columns or rows. On the **Home** tab in the **Cells** group, click **Format** > **Hide and Unhide** and choose either **Unhide Rows** or **Unhide Columns**.
- To unhide all columns or all rows in your spreadsheet, select all using the keyboard shortcut **Control + A (Command + A** on Mac), right-click, and pick **Unhide**.

Keep in mind that while you can hide or unhide either multiple columns or multiple rows at the same time, you can't hide or unhide both columns and rows simultaneously

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

Table Example:

	A	B	C	D	E	F	G
1	Item	Jan	Feb	March			
2	Apples	$120	$360	$200			
3	Oranges	$200	$190	$0			
4	Lemons	$220	$210	$220			
5	Grapes	$180	$170	$240			
6	Peaches	$300	$310	$190			
7	**Total**	$1,020	$1,240	$850			
8	**Average**	$204	$248	$170			
9	**Count**	5	5	5			
10	**Max**	$300	$360	$240			
11	**Min**	$120	$170	$0			

To use AutoSum in Excel, just follow these 3 easy steps:

1.Select a cell next to the numbers you want to sum:

To sum a column, select the cell immediately below the last value in the column.

2. Click the **AutoSum** button on either the *Home* or *Formulas* tab.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example):
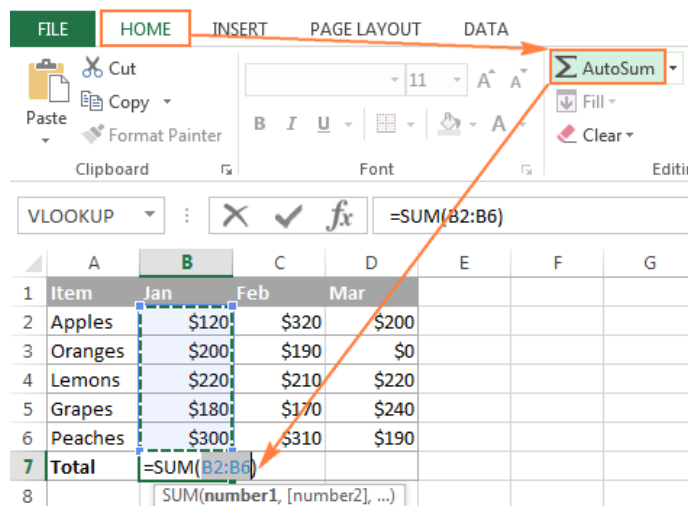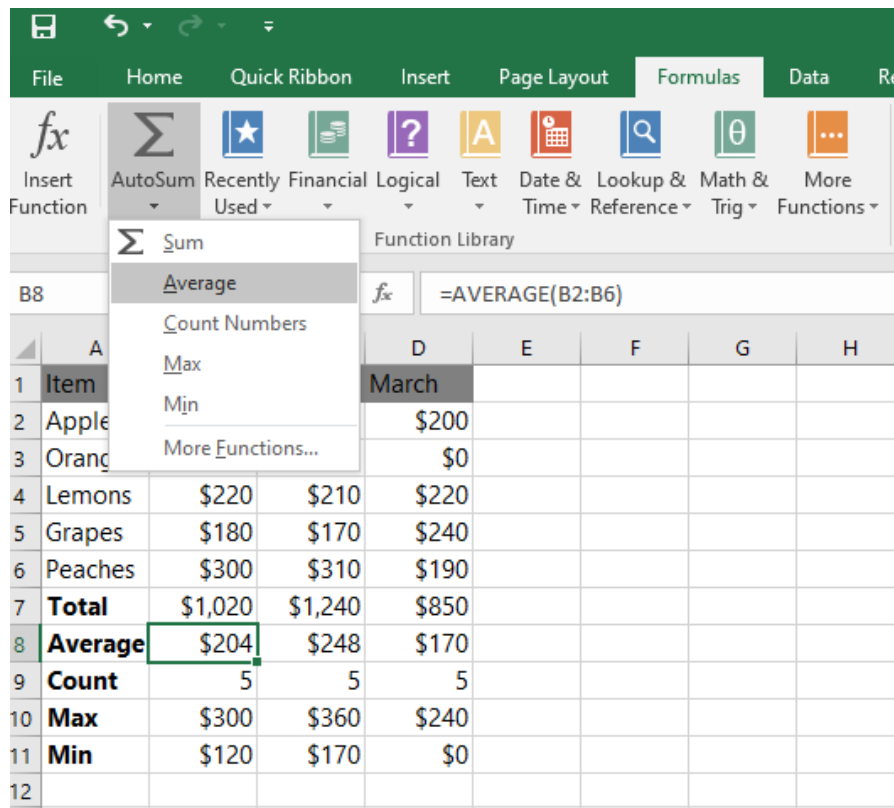

3.Press the Enter key to complete the formula.

Now, you can see the calculated total in the cell, and the SUM formula in the formula bar:

Average:

Count:

Max:

Min: