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.

**1. AutoSum (Recently Used Dropdown):**

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

**2. All (Recently Used Dropdown):**

* IF: Checks whether a condition is met and returns one value if true, another value if false.
* VLOOKUP: Searches for a value in the first column of a table array and returns a value in the same row from another column.
* HLOOKUP: Searches for a value in the top row of a table array and returns a value in the same column from another row.
* CONCATENATE: Joins two or more text strings into one string.

**3. Financial (All Dropdown):**

* PMT: Calculates the periodic payment for an annuity investment.
* FV: Calculates the future value of an investment.
* PV: Calculates the present value of an investment.
* RATE: Calculates the interest rate per period of an annuity.

**4. Date & Time (All Dropdown):**

* NOW: Returns the current date and time.
* YEAR: Extracts the year from a given date.
* MONTH: Extracts the month from a given date.
* DAY: Extracts the day of the month from a given date.
* EOMONTH: Returns the last day of the month before or after a specified number of months.

**5. Text (All Dropdown):**

* LEFT: Returns the leftmost characters from a text string.
* RIGHT: Returns the rightmost characters from a text string.
* MID: Returns a specific number of characters from a text string, starting at a specified position.
* UPPER: Converts a text string to uppercase.
* LOWER: Converts a text string to lowercase.
* TRIM: Removes extra spaces from a text string.

**6. Logical (All Dropdown):**

* AND: Returns TRUE if all arguments are true, otherwise returns FALSE.
* OR: Returns TRUE if at least one argument is true, otherwise returns FALSE.
* NOT: Reverses the logical value of its argument (TRUE becomes FALSE, and vice versa).
* IF: Checks whether a condition is met and returns one value if true, another value if false.

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

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

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

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

6. Create an appropriate table within the worksheet and use different

functions available in the AutoSum command.