**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?

Here are the various ways to select columns and rows:

(1) Click and Drag:

To select a single column: Click on the column header and drag the mouse down to select additional columns if needed.

To select a single row: Click on the row header and drag the mouse to the right to select additional rows if needed.

(2) Keyboard Shortcuts:

To select a single column: Click on any cell within the column, and then press "Ctrl + Spacebar" on keyboard.

To select a single row: Click on any cell within the row, and then press "Shift + Spacebar" on keyboard.

(3) Select All Columns or Rows:

To select all columns: Click on the "Select All" button, located at the top-left corner of the worksheet where the column header and row header intersect.

Alternatively, we can press "Ctrl + Shift + Right Arrow" on our keyboard to select all columns from the active cell to the last column with data.

To select all rows: Click on the "Select All" button, located at the top-left corner of the worksheet where the column header and row header intersect.

Alternatively, we can press "Ctrl + Shift + Down Arrow" on our keyboard to select all rows from the active cell to the last row with data.

(4) Using Excel Tables:

If we have data organized in an Excel table, we can select entire columns or rows by clicking on the column header or row header of the table.

When we click on the header, the entire column or row will be automatically selected.

(5) Using the "Name Box":

The "Name Box" is located next to the formula bar in Excel. we can type the cell reference of the entire column or row we want to select directly

into the "Name Box" and press "Enter" on our keyboard to select it. For example, entering "A:A" in the "Name Box" will select all cells in column A.

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

AutoFit is a feature in Microsoft Excel that allows us to automatically adjust the width of columns or the height of rows to fit the contents within them.

It ensures that the data within the cells is fully visible without any truncation or hiding, making it easier to read and work with the spreadsheet.

AutoFit can be applied to individual columns, rows, or multiple columns and rows at once. When we use AutoFit for columns, Excel will resize

the column width to fit the widest content within that column. When we use AutoFit for rows, Excel will adjust the row height to fit the tallest content in that row.

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

we can also use the keyboard shortcut: "Ctrl + Shift + + (Plus sign)" to insert a new row.

we can also use the keyboard shortcut: "Ctrl + Shift + + (Plus sign)" to insert a new column.

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

For hiding

(1) Select the columns we want to hide. To do this, click on the column letter at the top of the worksheet for the first column we want to hide,

and drag across the column letters to select additional columns if needed.

(2) Right-click on the selected columns, and from the context menu that appears, click on "Hide."

(3) Alternatively, we can use the keyboard shortcut: "Ctrl + 0" (Press Ctrl and zero key simultaneously) to hide the selected columns.

For Unhiding

(1) To unhide a single column, position our mouse pointer on the column letters to the left and right of the hidden column. Click and drag to select both columns.

(2) Right-click on the selected columns, and from the context menu that appears, click on "Unhide."

(3) Alternatively, we can use the keyboard shortcut: "Ctrl + Shift + 0" (Press Ctrl, Shift, and zero key simultaneously) to unhide the selected columns.

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

functions available in the AutoSum command.

