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.

Examples of Functions available in the different dropdowns box are:

SUM, AVERAGE,IF,HPERLINK,COUNT,MAX,SIN,SUMIF,PMT,STDEV

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

* Press down the Shift button and navigate with your arrow keys
* Using AutoSum

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

* AutoFit is a feature in Excel that allows you to quickly adjust the row height or column width to fit the text completely (so that there is no spilling over to other cells).
* Autofit Row Height: This feature automatically adjusts the row height to fit the text in the cell.

You can autofit multiple rows at once.

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

* Select any cell within the column, then go to **Home** > **Insert** > **Insert Sheet Columns or insert row.**
* Alternatively, right click on your column or row you intend to insert on your table, a dialogue box displays on your workbook, then select and click ok on any button as required.

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

On the Home tab, in the Cells group, click Format. Do one of the following: 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.

