

iNeuron

Session – 2022-23

ASSIGNMENT - EXCEL

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Course – Full Stack Data

Analytics

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Excel Assignment 7

Que 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.

Ans 1 - Insert Function dialog box to help you insert the correct formula and arguments for your needs:

In **AUTO SUM** we have different functions like SUM, MIN COUNT, AVERAGE ETC.

In **RECENTLY USED** - CONCAT, IF, RIGHT, MID, LEFT, ETC.

In **LOGICAL** – AND, OR, FALSE, TRUE, NOT

In **DATE & TIME** – DATE, DAY, HOURS, MONTH, TODAY ETC.

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

Ans 2 – CTRL+A, Or CTRL+SHIFT+DOWN ARROW Or click on any cell in the column and then press Ctrl + Space. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

Que 3 - What is AutoFit and why do we use it?

Ans 3 – Using Excel's AutoFit feature you can automatically change the width of columns and the height of rows in a worksheet to accommodate different sized text without having to manually change the width and height values. A real time saver, the AutoFit feature can also make data in your worksheet easier to access and read.

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

Ans 4 – To insert a column, pick any cell in the table and right-click. Then click on Insert, and then click Table Rows Above to insert a new row, or Table Columns to the Left to insert a new column.

Que 5 - How do you hide and unhide columns in excel?

Ans 5 – Select the column or columns which you want to hide with the help of ctrl + click and the right click and press hide to unhide the column same process will follow but in end you have to click on unhide.

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

Ans 6 – Table using Autosum Tool.

	A	B	C	D	E	F	G	H
1								
2		Column1	Column2	Column3	Column4		#SUM	1479
3		33	56	34	38		#COUNT	24
4		44	45	67	88		#MAX	101
5		13	89	89	76		#MIN	13
6		46	90	45	75		#AVG	61.625
7		13	46	100	70			
8		89	33	99	101			
9								