ADVANCE 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 different formulas in the insert functions:

   a. **SUM** from AUTOSUM: To add numbers in the specific range.

      Formula =**SUM(10,20)** → **Result = 30**

   b. **MAX** from Recently used: To get the largest number in the specific range.

      Example: =**MAX(10,20)** → **Result = 20**

   c. **EFFECT** from Financial: returns the effective annual interest rate based on the number of compounding periods per year

      Example: =**EFFECT(0.0525,4)**→ **Result = 0.053542667**

   d. **AND** from Logical Functions: Checks the arguments and returns TRUE if and only if all the arguments are TRUE. Otherwise, returns FALSE.

      Example: =**AND(0,0)** → **Result = FALSE**

   e. **LOWER** from Text: Converts all letters in a text to lowercase.

      Example: =**LOWER(INDIA)** → **Result = india**

   f. **TODAY** from Date & Time: Returns current date formatted as date.

      Example: =**TODAY()** → **Result = 05-07-2023**

   g. **COLUMN** Lookup & Reference: Returns the column number of a cell reference.

      Example: =**COLUMN(A10)** → **Result = 1**

   h. **CEILING** from Math & Trig: Rounds a number up, to the nearest multiple of the significance.

      Example: =**CEILING(2.13,1)**→ **Result = 3**

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

   There are a number of ways to select columns and rows in the excel:

   a. Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.

   b. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.

   c. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

3. **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. It is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

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

   You can add a row or column in a table in one of the way given below:

   1. Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

2. Click on the cell in the table where you want to insert new row or column and right click. Then select insert and choose the required option from 'Table columns to the left, Table rows above, and Table row below'.

5. **How do you hide and unhide columns in excel?**
   To hide columns:
   > Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent. Right-click the selected columns, and then select Hide.

   To unhide columns:
   > Select the adjacent columns for the hidden columns. Right click the selected columns, and then select Unhide.
   > Or double-click the double line between the two columns where hidden columns exist.

6. **Create an appropriate table within the worksheet and use different functions available in the AutoSum command.**
   Functions in AutoSum are used in the table as follows:
   a. Total marks =SUM(C2:E2)
   b. Average =AVERAGE(F2/3)
   c. Total no. of students(count) =COUNT(A2:A6)
   d. Maximum mark =MAX(C2:E2)
   e. Minimum mark =MIN(C2:E2)

Student Id	Student Name	Physics Marks out of 100	Chemistry Marks out of 100	Maths Marks out of 10	Total Mark	Average	Maximum mark	Minimum mark
1	ABC	53	60	57	170	56.67	60	53
2	EFG	45	55	53	153	51.00	55	45
3	HIJ	86	88	90	264	88.00	90	86
4	KLM	93	86	95	274	91.33	95	86
5	NOP	20	33	18	71	23.67	33	18
Total No. of students	5							