**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.**

Certainly, I can provide examples of functions available in the different dropdowns within Excel's Function Library. Please note that Excel's functions may vary depending on the version and settings of your Excel software, but I can give you some common examples:

1. AutoSum (Formulas dropdown):

- Example: `=SUM(A1:A5)` will sum the values in cells A1 through A5.

2. Date & Time (Date & Time dropdown):

- Example: `=TODAY()` returns the current date.

3. Math & Trig (Math & Trig dropdown):

- Example: `=SIN(A1)` calculates the sine of the value in cell A1.

4. Text (Text dropdown):

- Example: `=CONCATENATE("Hello", " ", "World")` combines the text in the three strings to create "Hello World."

5. Lookup & Reference (Lookup & Reference dropdown):

- Example: `=VLOOKUP(A1, B1:C10, 2, FALSE)` looks up the value in cell A1 in the first column of the range B1:C10 and returns the corresponding value from the second column.

6. Logical (Logical dropdown):

- Example: `=IF(A1 > 10, "Greater", "Less or Equal")` checks if the value in cell A1 is greater than 10 and returns "Greater" if true, and "Less or Equal" if false.

7. Statistical (Statistical dropdown):

- Example: `=AVERAGE(A1:A10)` calculates the average of the values in cells A1 through A10.

8. Engineering (Engineering dropdown):

- Example: `=BIN2DEC("1101")` converts the binary number "1101" to its decimal equivalent.

9. Information (Information dropdown):

- Example: `=CELL("filename", A1)` returns the full path and filename of the file containing cell A1.

10. Financial (Financial dropdown):

- Example: `=FV(0.05, 10, -500, 0, 0)` calculates the future value of an investment with an annual interest rate of 5%, 10 periods, an initial deposit of $500, and no additional contributions.

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

In Microsoft Excel, you can select columns and rows using various methods. Here are some common ways to select columns and rows:

Selecting Columns:

1. Click on the Column Header: To select an entire column, click on the header of the column. The column header is the lettered row at the top of the worksheet. For example, to select column B, click on the "B" header.

2. Use the Shift Key: Click on the header of the first column you want to select, then hold down the Shift key, and click on the header of the last column you want to select. This selects all columns in between as well.

3. Select Multiple Columns: To select multiple non-contiguous columns, hold down the Ctrl key while clicking on the headers of the columns you want to select.

Selecting Rows:

1. Click on the Row Header: To select an entire row, click on the header of the row. The row header is the numbered column on the left side of the worksheet. For example, to select row 3, click on the "3" header.

2. Use the Shift Key: Click on the header of the first row you want to select, then hold down the Shift key, and click on the header of the last row you want to select. This selects all rows in between as well.

3. Select Multiple Rows: To select multiple non-contiguous rows, hold down the Ctrl key while clicking on the headers of the rows you want to select.

4. Select Entire Worksheet: To select the entire worksheet, you can click the square in the upper-left corner where the row and column headers intersect. It's where the "A" and "1" headers meet.

5. Using the Ctrl + A Shortcut: Pressing Ctrl + A with the cursor in a cell will select the entire worksheet. If you want to select just the data area of the current region, press Ctrl + A twice.

6. Selecting Specific Cells: You can also select specific cells by clicking and dragging the cursor to create a selection box that covers the cells you want.

7. Selecting with the Name Box: You can type a cell reference or range (e.g., "A1" or "A1:B5") into the Name Box (located next to the formula bar) and press Enter to select that specific cell or range.

These methods allow you to select columns and rows in Excel based on your specific needs, whether it's for formatting, data manipulation, or any other tasks you're performing in your spreadsheet.

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

AutoFit is a feature in Microsoft Excel that allows you to automatically adjust the width or height of a cell, column, or row to fit the content within it. This feature is useful when you want to ensure that the content in a cell is fully visible without any text being cut off, and that columns and rows are appropriately sized to accommodate the data they contain.

Here's how AutoFit works for columns and rows:

AutoFit Column Width:

- When you use "AutoFit Column Width" for a specific column, Excel will adjust the width of that column to the maximum width required to display the content in all the cells of that column. This means it makes the column wide enough to fully display the longest cell entry within that column.

AutoFit Row Height:

- When you use "AutoFit Row Height" for a specific row, Excel will adjust the height of that row to accommodate the tallest content in any of the cells within that row. This ensures that no text or data is hidden because of limited row height.

Why Use AutoFit:

AutoFit is a valuable feature in Excel for several reasons:

1. Improved Readability: It ensures that the content in cells is fully visible and legible, enhancing the readability of your spreadsheet.

2. Efficient Use of Space: AutoFit prevents wasting space by making columns and rows only as wide or tall as necessary to display the content. This is especially important when you're working with a lot of data in a limited space.

3. Professional Formatting: Using AutoFit can make your spreadsheet look more professional by eliminating unnecessary empty space or text cutoff issues.

4. Time Savings: Instead of manually adjusting column and row widths and heights, AutoFit allows you to quickly and easily optimize your spreadsheet for readability and presentation.

To use AutoFit in Excel:

1. AutoFit Column Width:

- Click on the lettered header of the column you want to AutoFit (e.g., "A" for column A).

- Go to the "Home" tab in the Excel ribbon.

- In the "Cells" group, find and click on the "Format" dropdown.

- Select "AutoFit Column Width."

2. AutoFit Row Height:

- Click on the numbered header of the row you want to AutoFit (e.g., "1" for row 1).

- Go to the "Home" tab in the Excel ribbon.

- In the "Cells" group, find and click on the "Format" dropdown.

- Select "AutoFit Row Height."

Excel will then automatically adjust the column width or row height to best fit the content within that column or row.

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

To insert new rows and columns into an existing table in Microsoft Excel, follow these steps:

Inserting Rows:

1. Click anywhere in the row above which you want to insert a new row.

2. Right-click and choose "Insert" from the context menu. Alternatively, you can go to the "Home" tab in the Excel ribbon and look for the "Insert" dropdown in the "Cells" group. Then select "Insert Sheet Rows."

3. A new row will be added above the selected row.

Inserting Columns:

1. Click anywhere in the column to the left of which you want to insert a new column.

2. Right-click and choose "Insert" from the context menu. Alternatively, you can go to the "Home" tab and look for the "Insert" dropdown in the "Cells" group. Then select "Insert Sheet Columns."

3. A new column will be added to the left of the selected column.

When you insert rows or columns within an Excel table, the table will automatically adjust to include the new cells. The formatting, formulas, and any structured references in the table will be extended to include the new cells as well.

Here's an important note: If your data is in an Excel table, you can insert rows or columns within the table as described above. However, if your data is not in a table, inserting rows or columns may not be as straightforward because you'll need to adjust formulas and formatting manually.

To convert your data into an Excel table:

1. Select any cell within your data.

2. Go to the "Insert" tab in the Excel ribbon.

3. Click "Table."

4. In the "Create Table" dialog that appears, make sure your data range is correctly selected.

5. Check the box that says, "My table has headers" if your table has column headers.

6. Click "OK."

Once your data is in an Excel table, you can easily insert and manage rows and columns as described earlier.

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

In Microsoft Excel, you can hide and unhide columns to control which columns are visible in your worksheet. This is useful for organizing and presenting data or for focusing on specific parts of your spreadsheet. Here's how to hide and unhide columns:

Hiding Columns:

1. Select the Column(s) to Hide:

Click on the header of the column you want to hide. If you want to hide multiple columns, click, and drag across the headers to select them, or hold down the Ctrl key and click on each column header.

2. Right-Click and Choose "Hide":

Once you've selected the column(s), right-click on the selected header(s). A context menu will appear.

3. Hide the Columns:

In the context menu, select "Hide." The selected column(s) will be hidden from view, but the data remains in the worksheet. The columns on either side will appear adjacent to each other.

Unhiding Columns:

1. Select Adjacent Columns:

If you want to unhide a hidden column, you'll need to select the columns adjacent to the hidden column. For example, if column B is hidden, select columns A and C by clicking on their headers.

2. Right-Click and Choose "Unhide":

Right-click on the selected headers, and a context menu will appear.

3. Unhide the Columns:

In the context menu, select "Unhide." The previously hidden column will become visible, and it will be placed back into its original position.

If multiple columns are hidden, and you want to unhide a specific hidden column, you can use the following method:

1. Select the Hidden Columns:

Click on the headers of the columns on both sides of the hidden column(s).

2. Right-Click and Choose "Unhide":

Right-click on the selected headers and choose "Unhide." This will reveal the hidden column(s).

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

**functions available in the AutoSum command.**

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