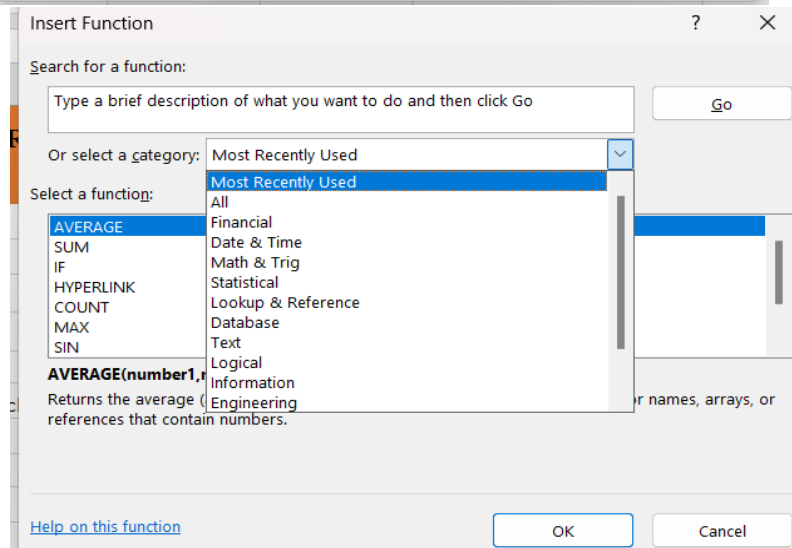
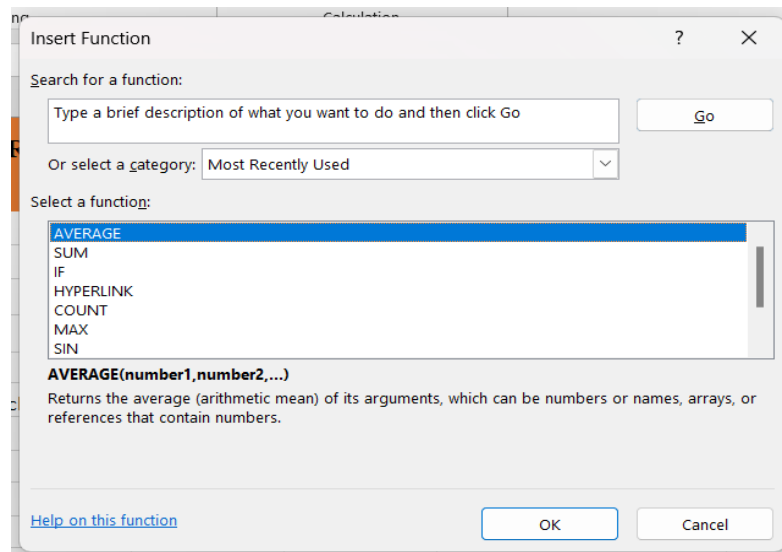


## EXCEL ASSIGNMENT 07

- 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.



Roll No.	Name of the student	Sub-1	Sub-2	Sub-3	Sub-4	Sub-5	Sub-6	Min Marks	Max Marks	Total	Length of Stu_name	Replace Name	Trimmed name	Roll No and Name
100101	Rohan	72	55	52	69	95	32	32	95	375	5	Rohan	Rohan	100101 Rohan
100102	Mohan	65	51	63	85	71	69	51	85	404	6	Mohan	Mohan	100102 Mohan
100103	Ravi Meheta	72	56	78	85	47	68	47	85	406	16	Ravi Meheta	Ravi Meheta	100103 Ravi Meheta
100104	Ruby Tondon	68	71	85	84	78	60	60	85	446	15	Ruby Tondon	Ruby Tondon	100104 Ruby Tondon
100105	Radhika Gupta	80	78	58	65	68	45	45	80	394	15	Radhika Gupta	Radhika Gupta	100105 Radhika Gupta
100106	Rakhi	61	78	45	62	75	64	45	78	385	5	Rocky	Rocky	100106 Rocky
100107	david	78	69	96	52	63	87	52	96	445	5	david	David	100107 David
100108	monika mis	96	85	86	84	45	63	45	96	459	20	monikamishra	Monikamishra	100108 Monikamishra
100109	Tommy	75	63	54	63	61	98	54	98	414	19	Tommy Singh	Tommy Singh	100109 Tommy Singh
100110	p.Rakesh	63	52	96	87	78	45	45	96	421	8	p.Rakesh	P.Rakesh	100110 P.Rakesh

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

- Method 1: By clicking on the Select all button.
- Method 2: By the help of Mouse i.e by dragging the mouse
- Method 3: For Columns: Click on the cell and then press Ctrl+ Space For Rows: Click on the cell and then press Shift+ Space
- Method 4: Hold Shift and then click on the Row or Column
- Method 5: Hold Ctrl and then click on the Row or Column
- Method 6: Hold Shift and the press arrow key

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

Autofit is a command in excel which is used to adjust the text into the cell quickly. We can use the autoFit command by following ways:

- Using the mouse double-click method
- Using the AutoFit option in the ribbon
- Using a keyboard shortcut:
  - For Rows: ALT + H+O+A
  - For Column: ALT + H+O+1

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

- Step 1: Click on the Insert Menu.
- Step 2: Click on table and then create the table. For Inserting the row or column
- Step 3: Right Click on the table where we want to add the row or column.
- Step 4: Then go to the insert option and then click on the option to add the row or column.

[illegible]

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

- **To Hide:**
  - Method 1: Select the Column, Right Click on column Number and then choose Hide.

## EXCEL ASSIGNMENT 07

- Method 2: Select the column, Click on the Format option in Ribbon and then click on hide and unhide option click on hide column
- Method 3: Select the column. And then press Ctrl +0

- **Unhide:-**

- Method 1: In the Column no we will see two vertical lines then expand by mouse to unhide
- Method 2: Select the multiple Columns, right Click on column Number and then choose Unhide
- Method 3: Select the multiple column, Click on the Format option in Ribbon and then click on hide and unhide option Click on unhide column

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

[illegible]