Excel assignment - 7

① Using

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

⟹ Select one or more rows and columns, or click on any cell in the column and then press ctrl+space. Select the row number to select the entire row. or click any cell in the row and then press shift+space. To select non-adjacent rows or columns, hold ctrl and select the rows or column numbers.

② What is autofit & why do we use it?

⟹ Autofit is a feature in excel that lets you easily change the size of one or multiple columns/rows on a spreadsheet.

③ How can you insert new rows and columns into existing table?

⟹ Click where you want to add a row or column and then click the layout tab. To add rows, click insert above or insert below and to add columns, click insert left or insert right.

④ How do you hide and unhide columns in excel?

⟹ ① Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.
② Right click the selected columns, and then select hide.

⑤ Create an appropriate table within the worksheet and use different functions available in Autosum command.

⟹

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Insert　AutoSum Recently Financial Logical　Text　Date &　Lookup &　Math &　More　Name　Use in Formula　Trace Dependents　Error Checking　Watch　Calculation Calculate Sheet
Function　　Used　　　　　　Time　Reference　Trig　Functions　Manager　Create from Selection　Remove Arrows　Evaluate Formula　Window　Options
　　　　　Function Library　　　　　　　　　　　　Defined Names　　　　　Formula Auditing　　　　　Calculation

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1					MONTHLY BUDGET										
2	BILLS	1 January 2019	1 February 2019	1 March 2019	TOTAL	PERCENTAGE EXPENSE									
3	RENT	₹ 12,000.00	₹ 12,000.00	₹ 12,000.00	₹ 36,000.00	52.17%									
4	PHONE	₹ 1,000.00	₹ 1,000.00	₹ 1,000.00	₹ 3,000.00	4.35%									
5	CREDIT CA	₹ 5,000.00	₹ 4,000.00	₹ 3,000.00	₹ 12,000.00	17.39%									
6	FOOD	₹ 5,000.00	₹ 5,000.00	₹ 5,000.00	₹ 15,000.00	21.74%									
7	MOVIES	₹ 1,000.00	₹ 800.00	₹ 1,200.00	₹ 3,000.00	4.35%									
8	TOTAL	₹ 24,000.00	₹ 22,800.00	₹ 22,200.00	₹ 69,000.00	100.00%									
9															
10															
11	AVG	₹ 4,800.00	₹ 4,560.00	₹ 4,440.00											
12	MAX	₹ 12,000.00	₹ 12,000.00	₹ 12,000.00											
13	MIN	₹ 1,000.00	₹ 800.00	₹ 1,000.00											
14	COUNT	5	5	5											
15															
16															

Sheet1　Sheet2　⊕

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⑥ Using insert function, give examples of any function available in the different drop downs present in the function library.

→ ① The function library includes different functions like autosum, Financial, Logical.

② All those function have various functions.

③ The Autosum function includes Total, avg, max, min, count.

④ The Financial function includes ACCRINT, ANORDEGRC, COUPDAYS DB etc.

⑤ The logical function includes AND, FALSE, IF, IFNA, IFERROR etc.