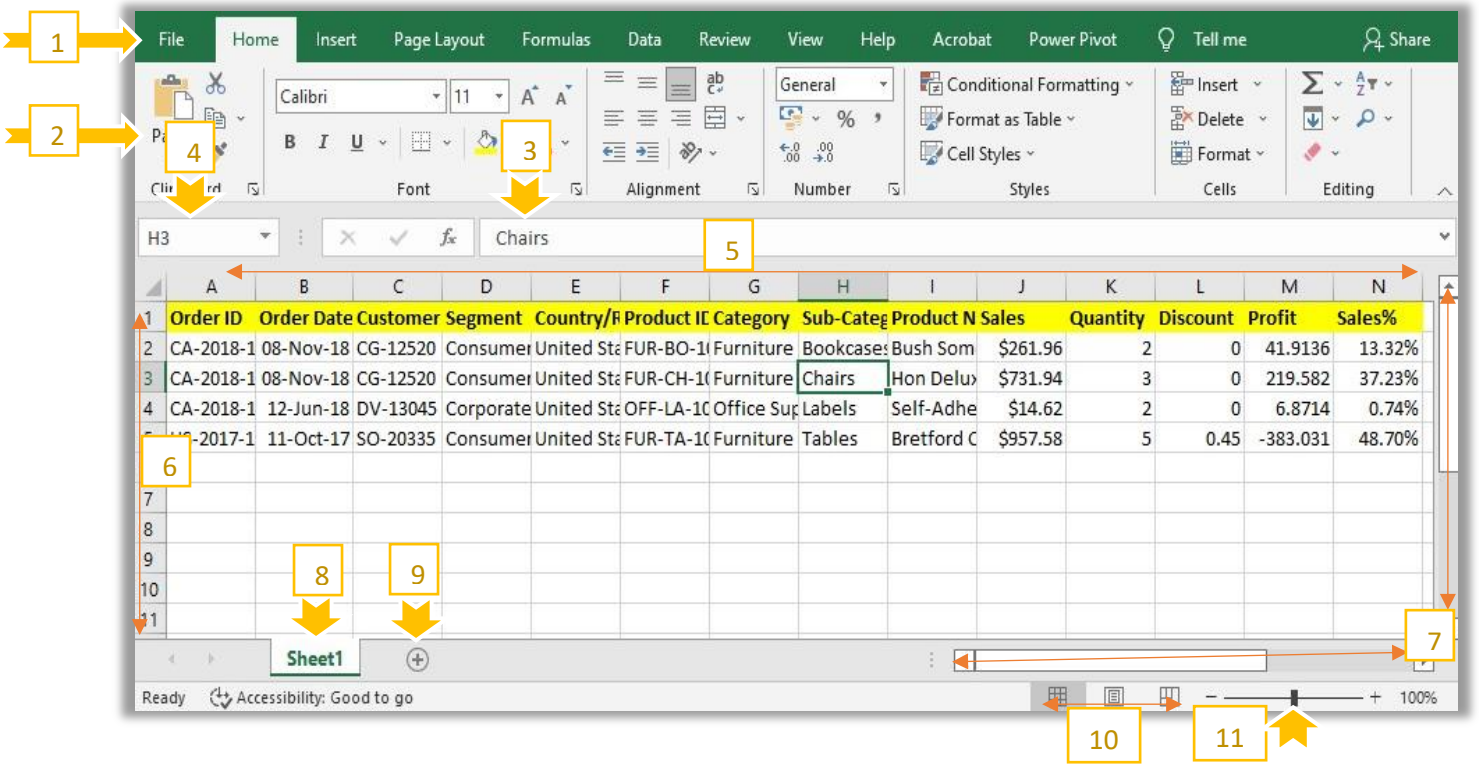
Advance Excel Assignment 7
(-By Lakshmi)

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.

⇨ The various elements of the Excel interface are as follows: -

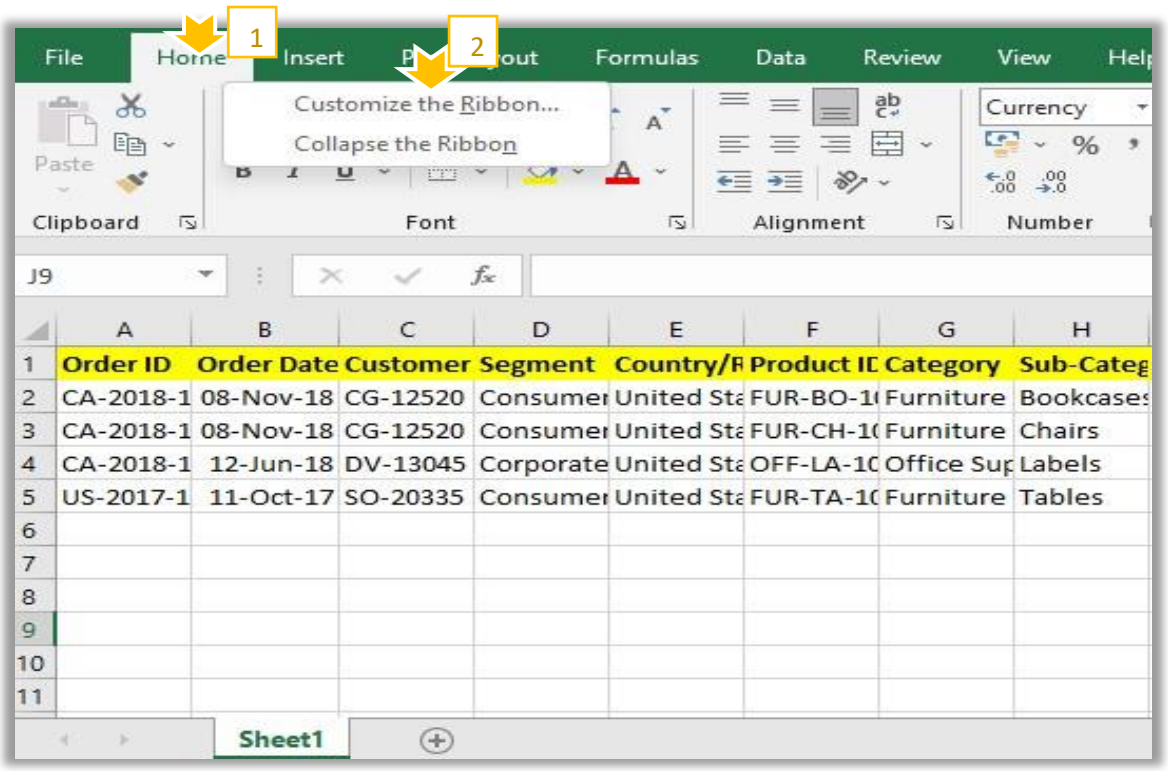


2. What are the different ways you can select columns and rows?

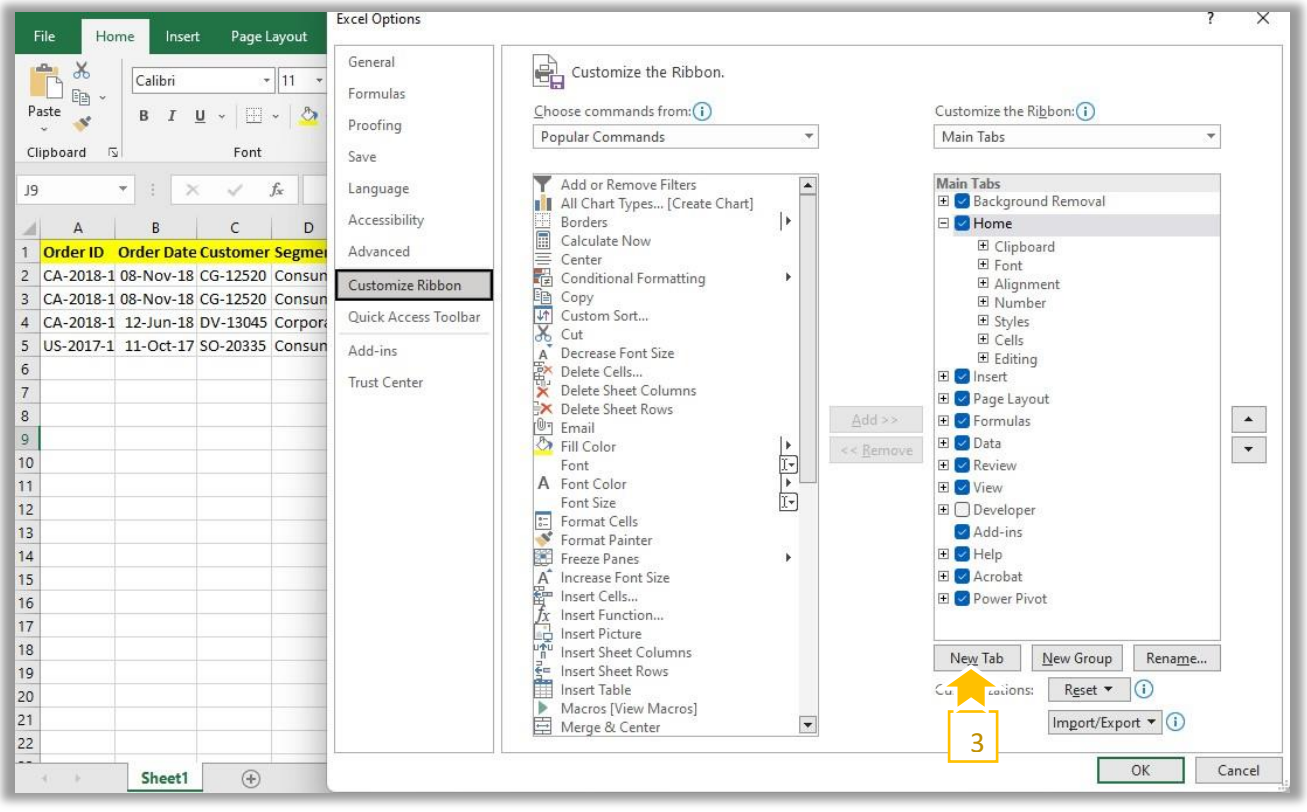
⇨ Excel is using for storing information, analysing and sorting, and reporting. The platform is popular in business because an Excel spreadsheet is highly visual and fairly ease to use.
Data Entry and Storage.
Performing Calculations.
Data Analysis and Interpretation.
Reporting and Visualizations.
Accounting and Budgeting.
Collection and Verification of Business Data.
Calendars and Schedules.
Administrative and Managerial Duties.

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

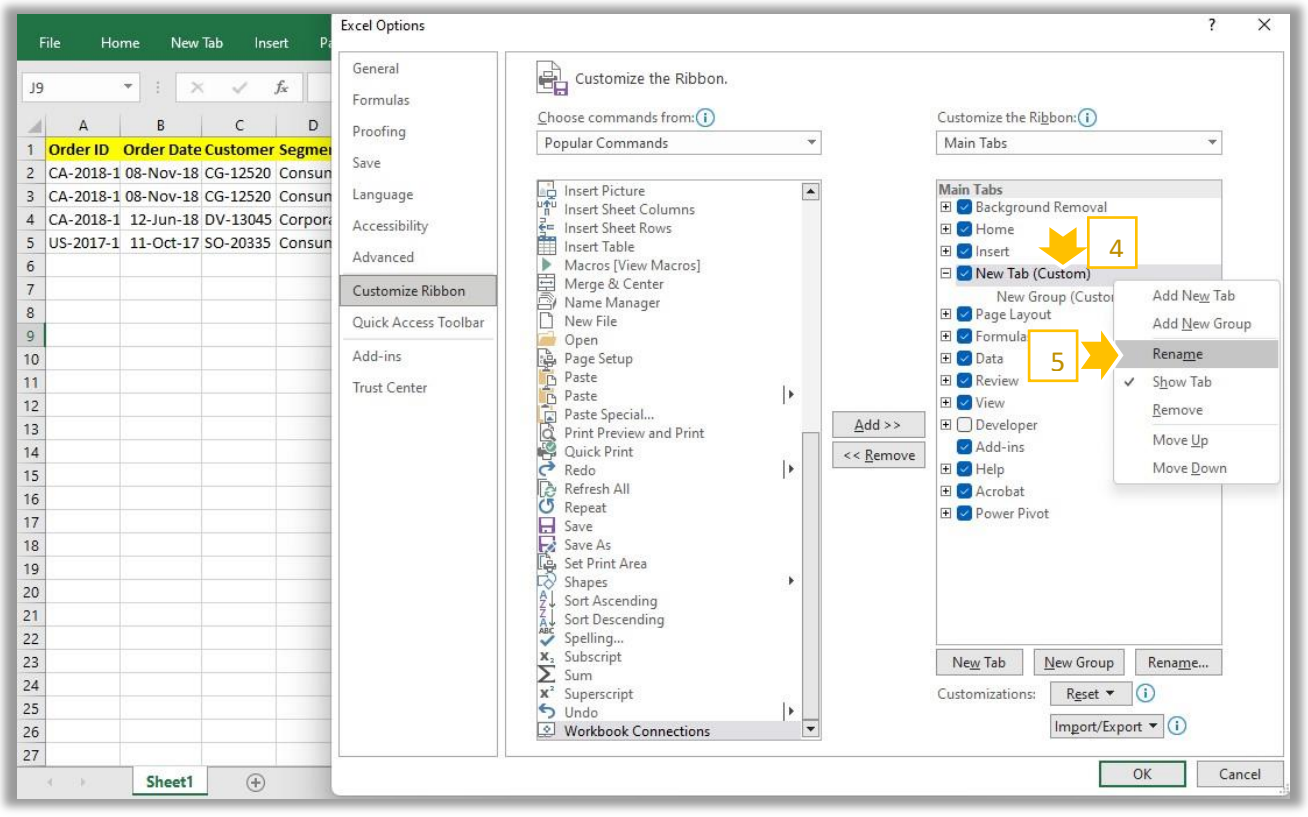
⇨ # 1st to 2nd



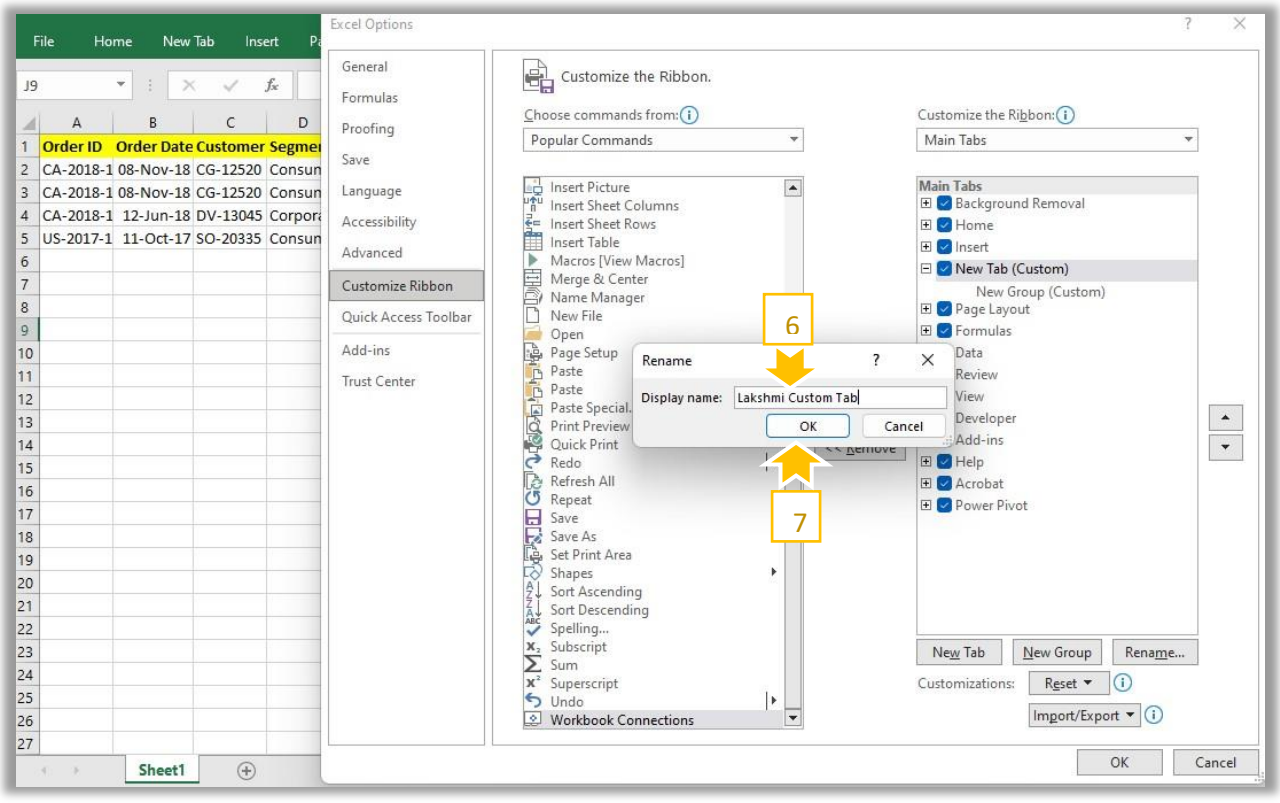
3rd



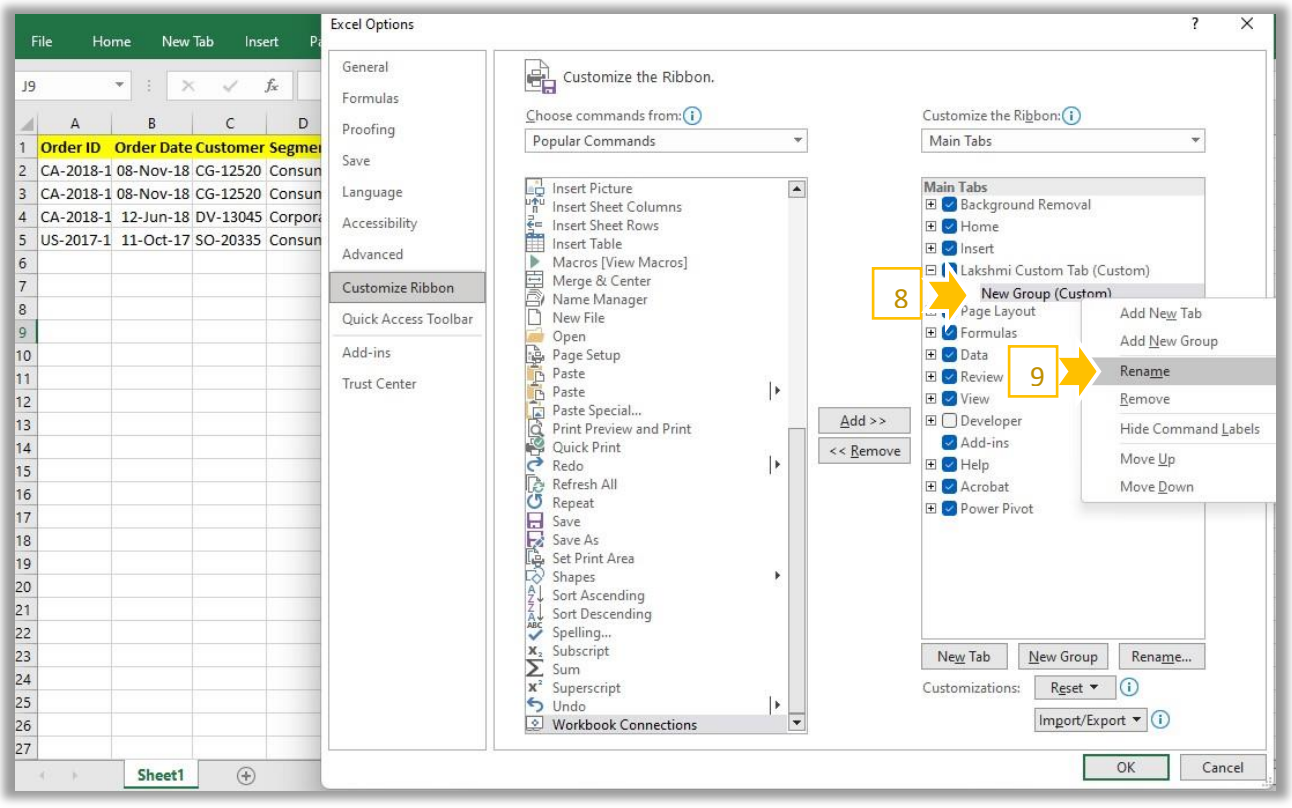
4th to 5th



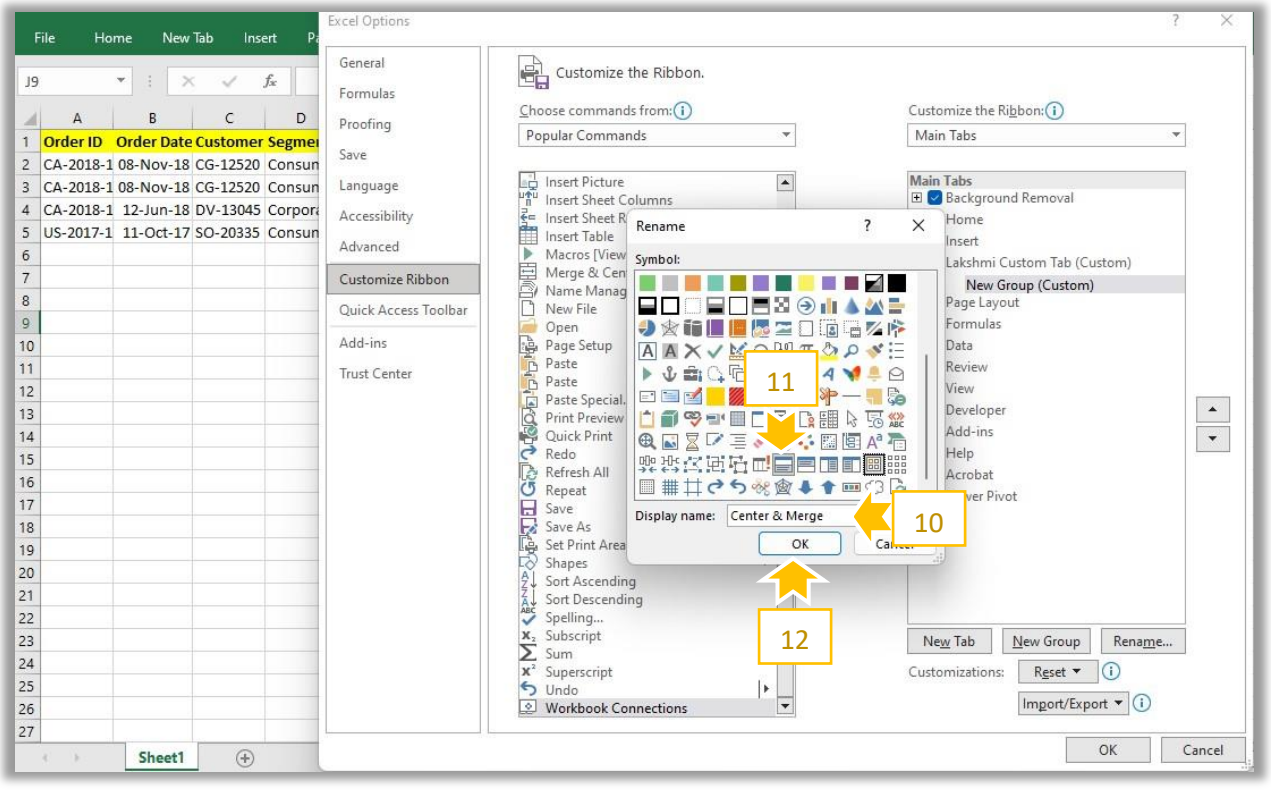
6th to 7th



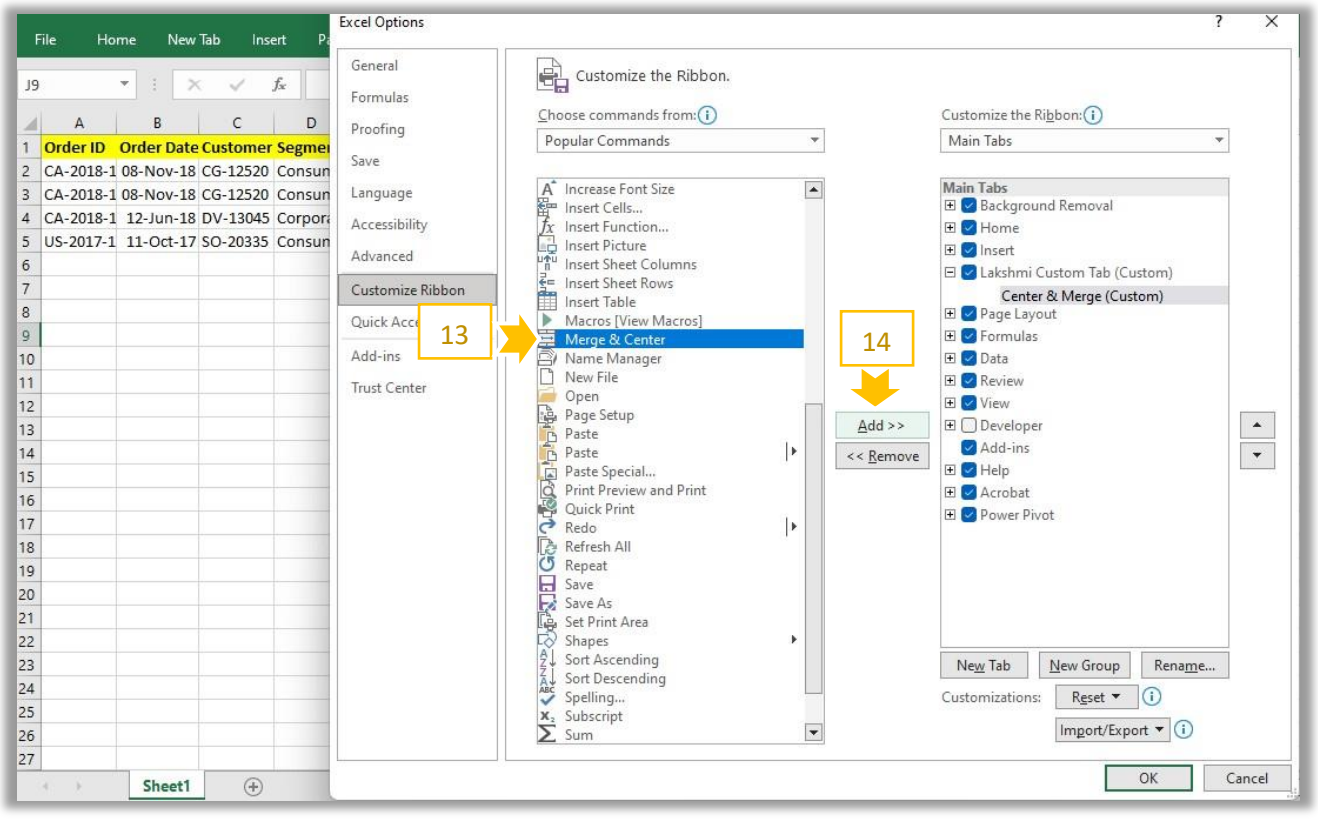
8th to 9th



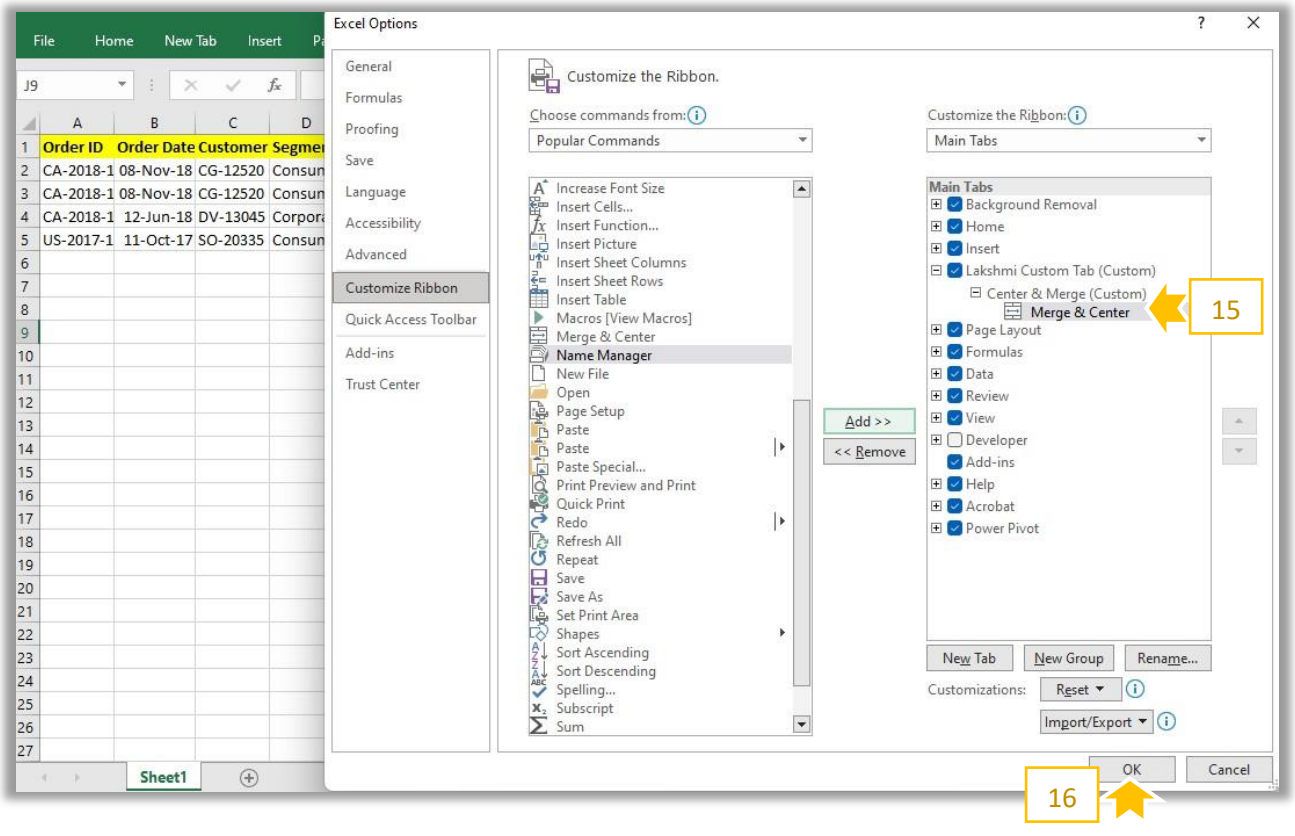
10th to 12th



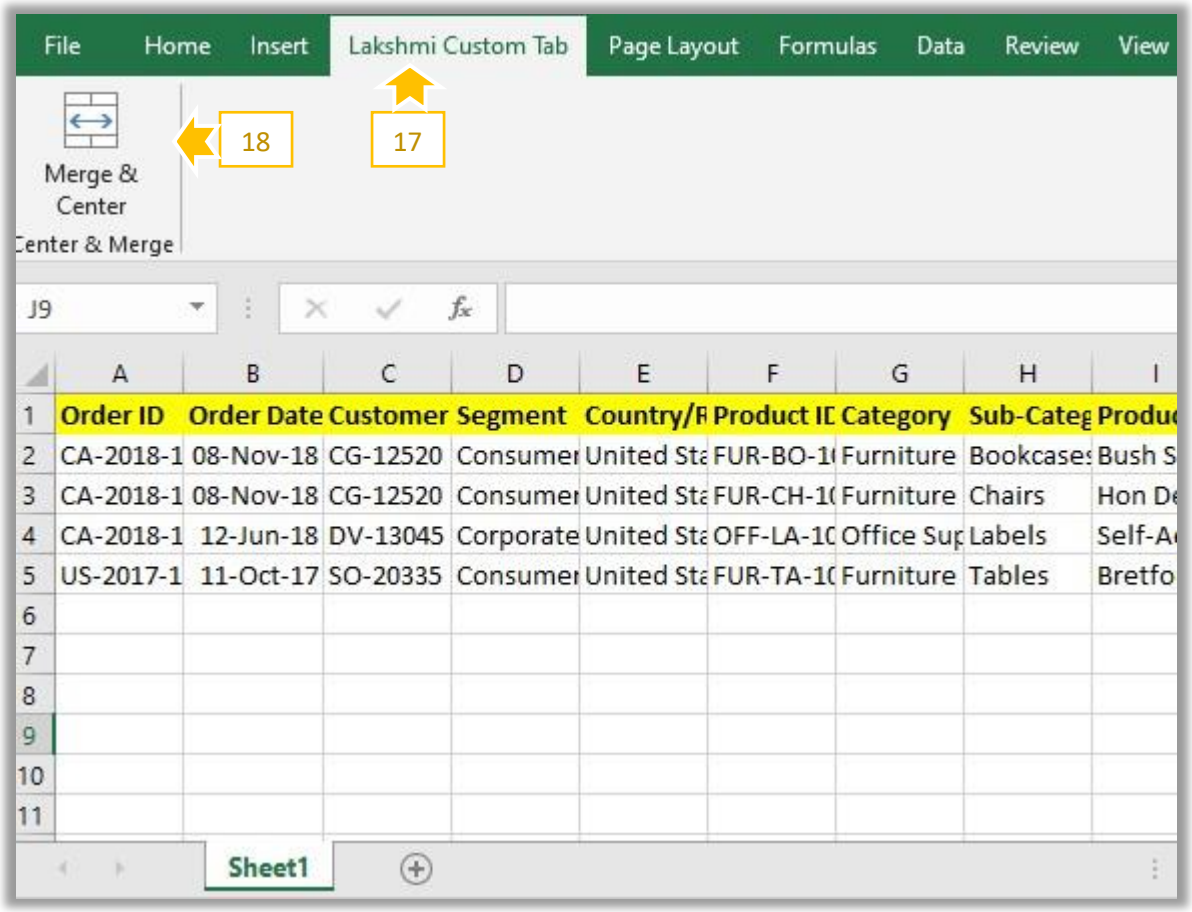
13th to 14th



15th to 16th



17th to 18th



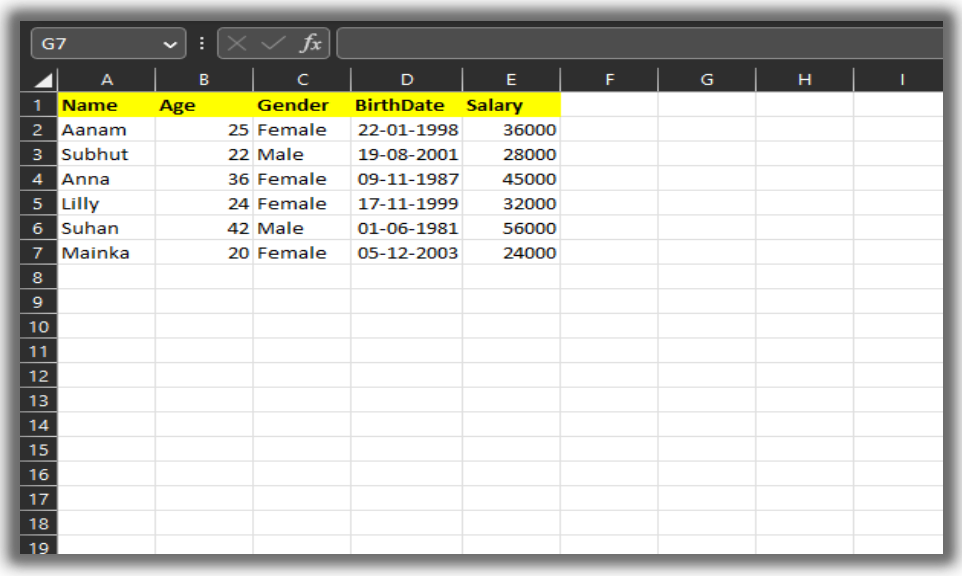
4. How can you insert new rows and columns into the existing table?

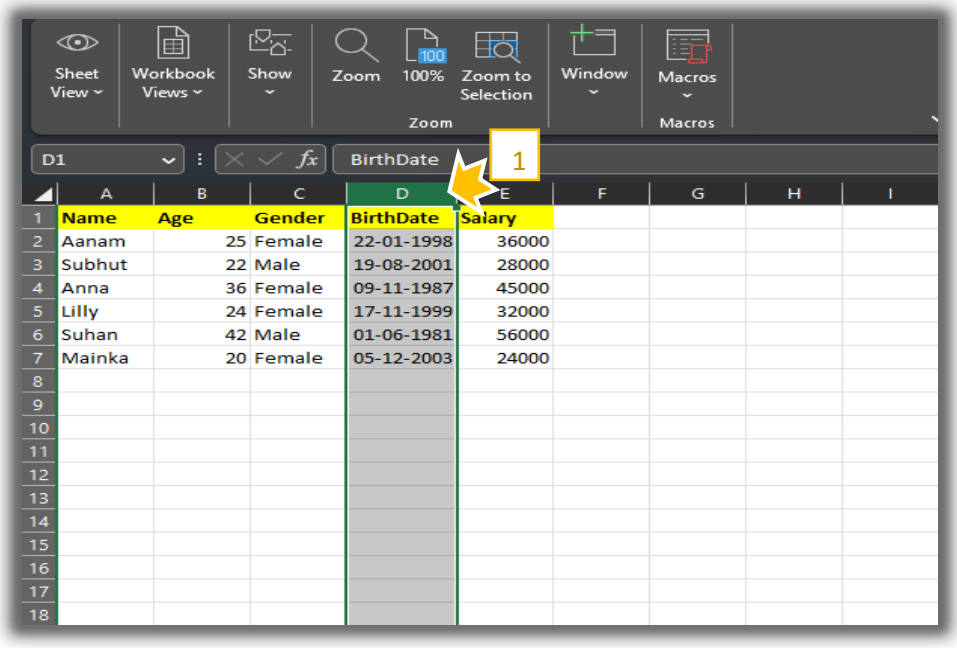
⇨ # **Home**: Goes to beginning of current line.
CTRL + X: Cut selected item.
CTRL + C: Copy selected item.
CTRL + V: Paste selected item.
SHIFT + DEL: Cut selected item.
CTRL + INS: Copy selected item.
CTRL + Left arrow: Moves one word to the left at a time.
CTRL + Right arrow: Moves one word to the right at a time.
CTRL + =: Apply subscript formatting
CTRL + or: Decrease or increase font size one point at a time.
CTRL + B: Apple bold formatting
CTRL + I: Apply italic formatting
CTRL + U: Apply underline formatting
CTRL + D: Open the Font dialog box
CTRL + SHIFT + A: Formats all letters as uppercase
CTRL + Shift + K: Formats all letters as lowercase
CTRL + SHIFT + C: Copies the character formatting of a selection
CTRL + SHIFT + V: Pastes formatting onto selected text
CTRL + SPACE: Removes all manual character formatting from a selection
SHIFT + INS: Paste.
CTRL + HOME: Goes to beginning of document.
END: Goes to end of current line.
CTRL + END: Goes to end of document.
SHIFT + HOME: Highlights from current position to beginning of line.

SHIFT + END: Highlights from current position to end of line.

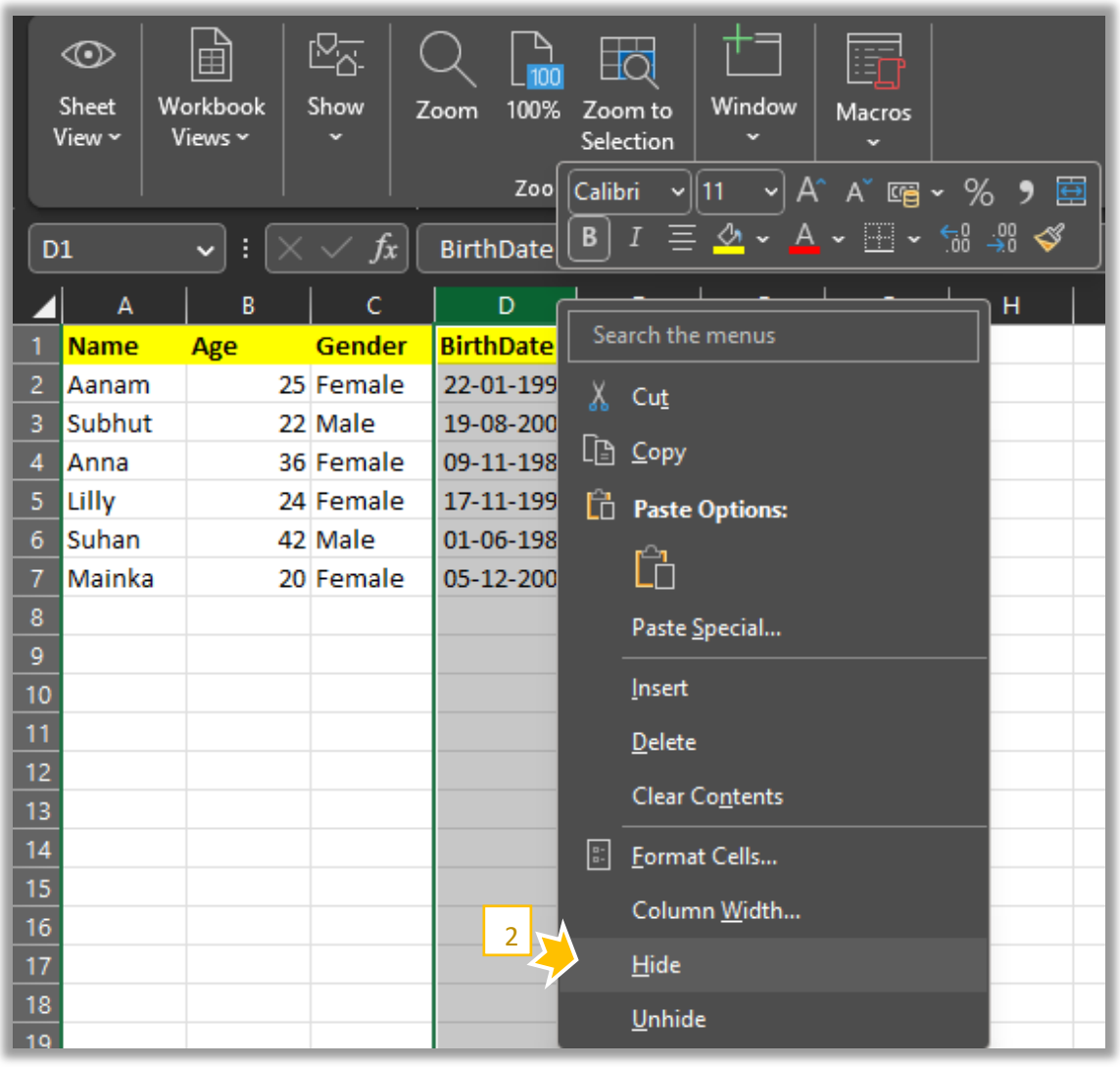
5. How do you hide and unhide columns in excel?

⇨ # 1ST step to Hide: -

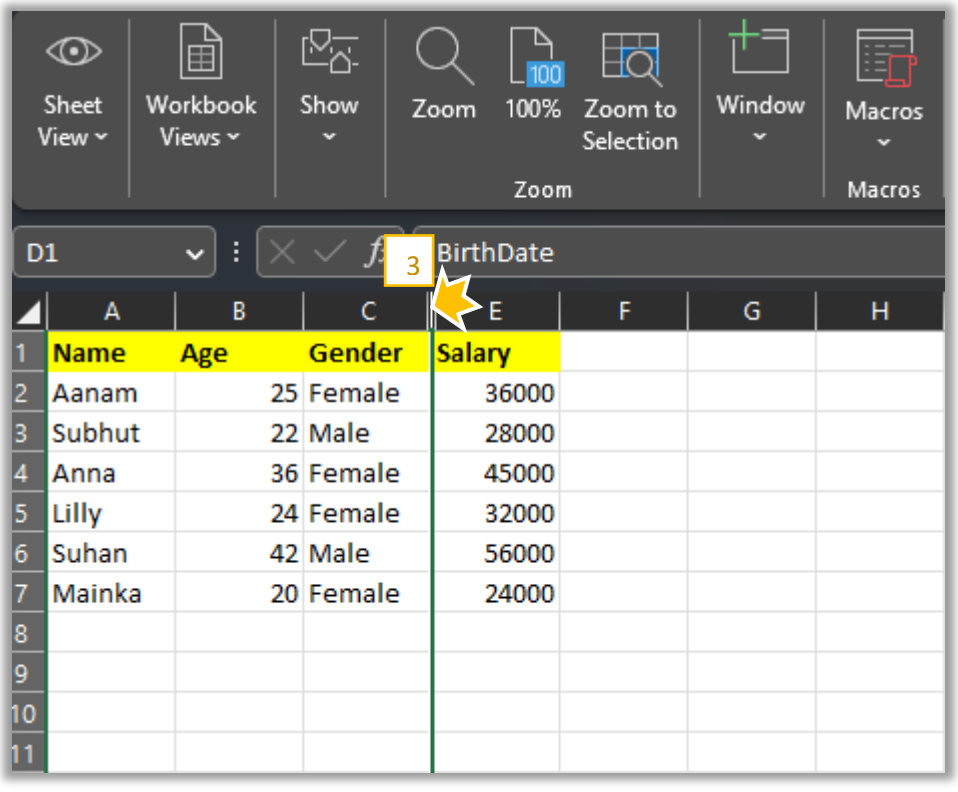




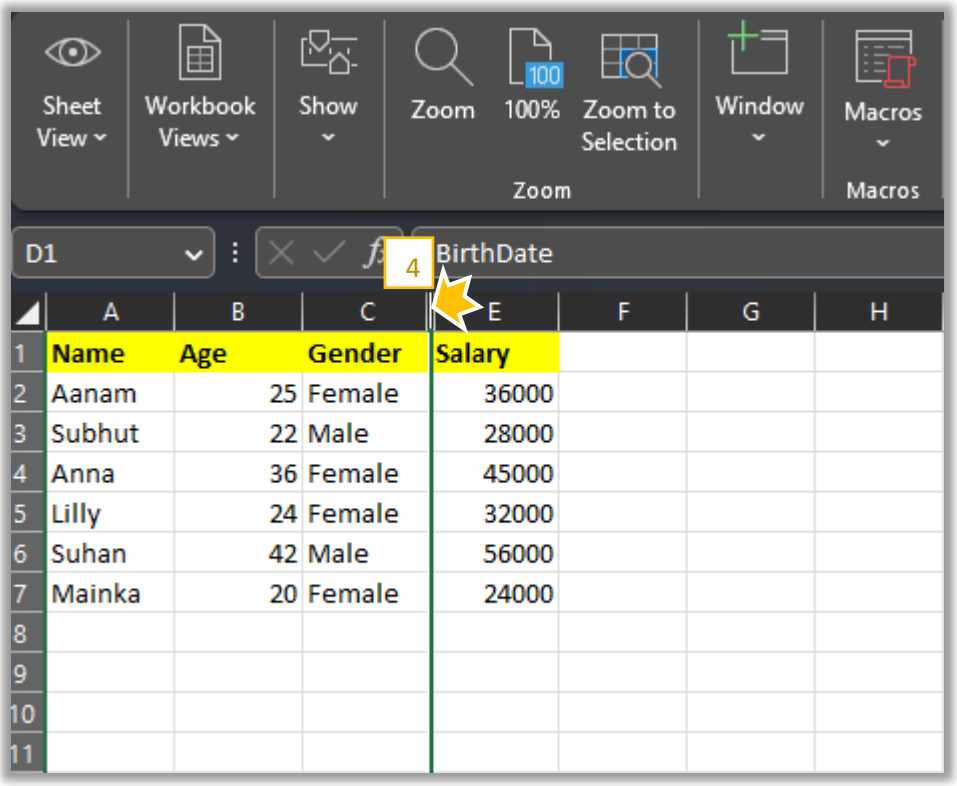
⇨ # 2nd Step to Hide: -



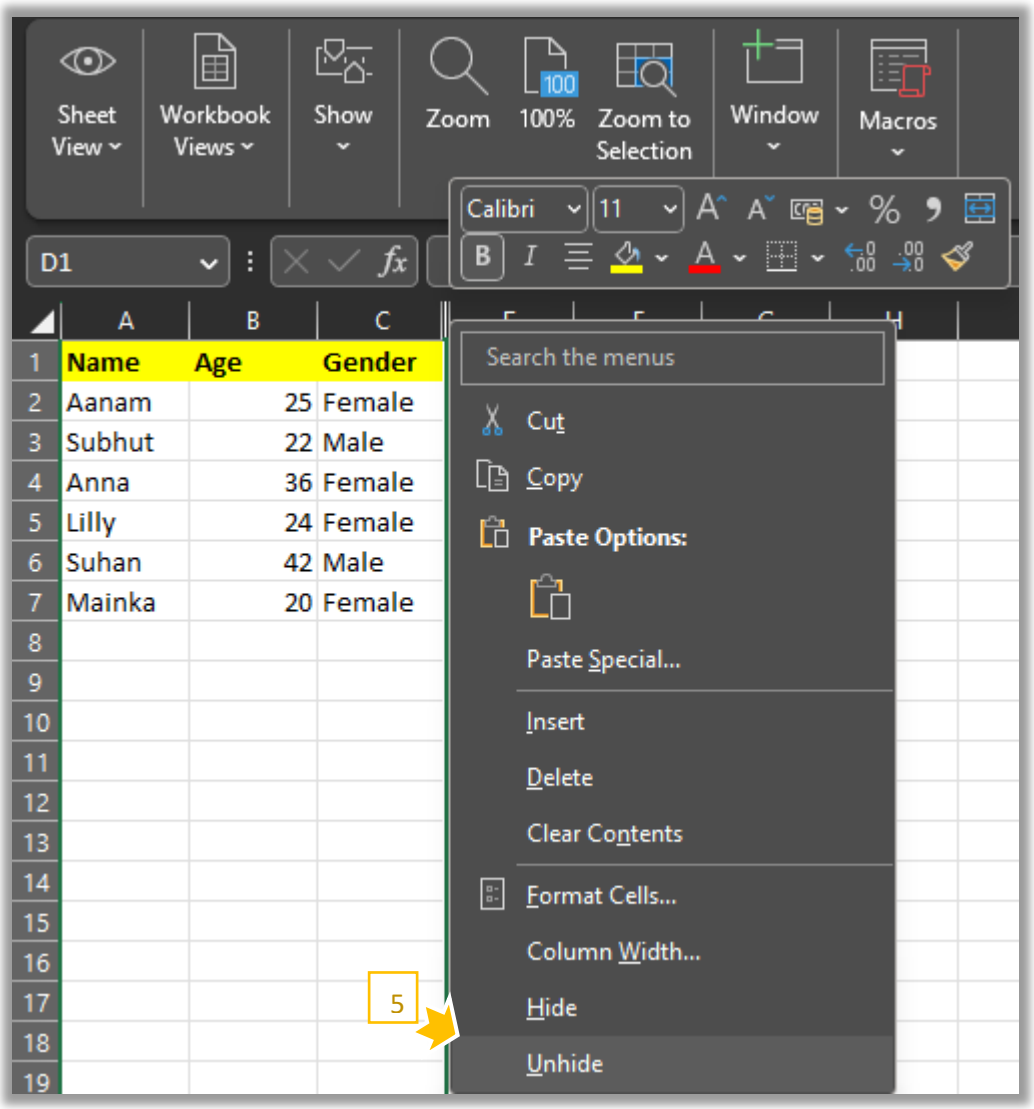
⇨ # 3rd Step to Hide: -



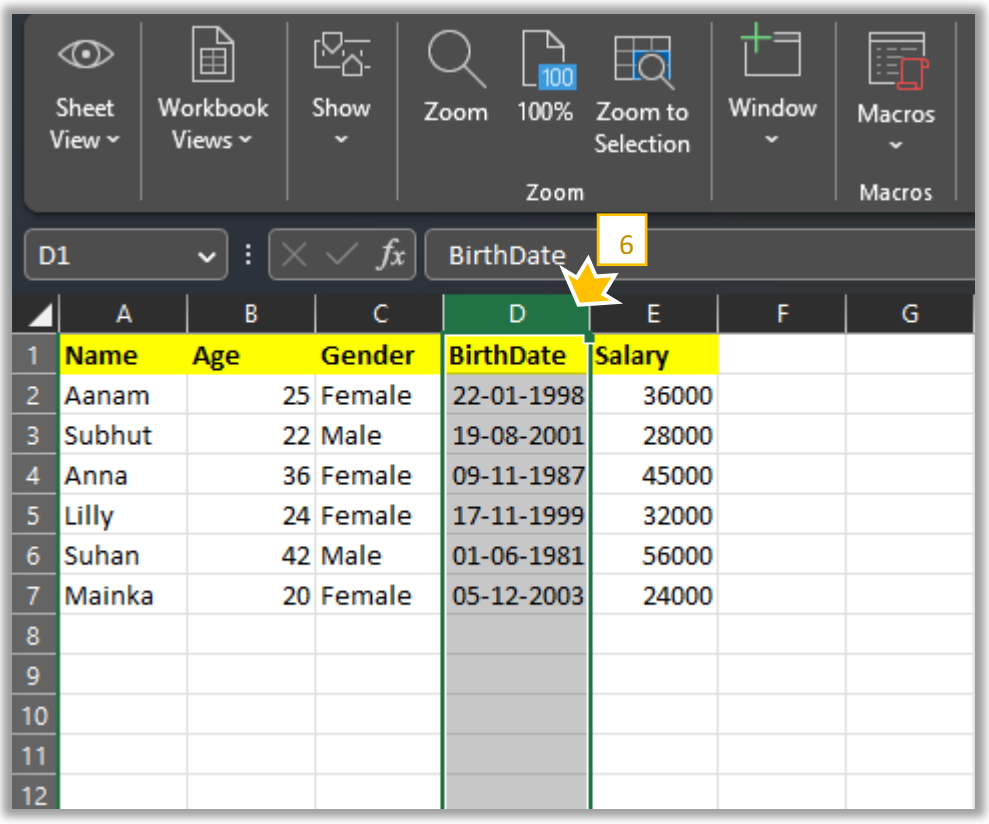
⇨ # 4th Step to Unhide: -



⇨ # 5th Step to Unhide: -

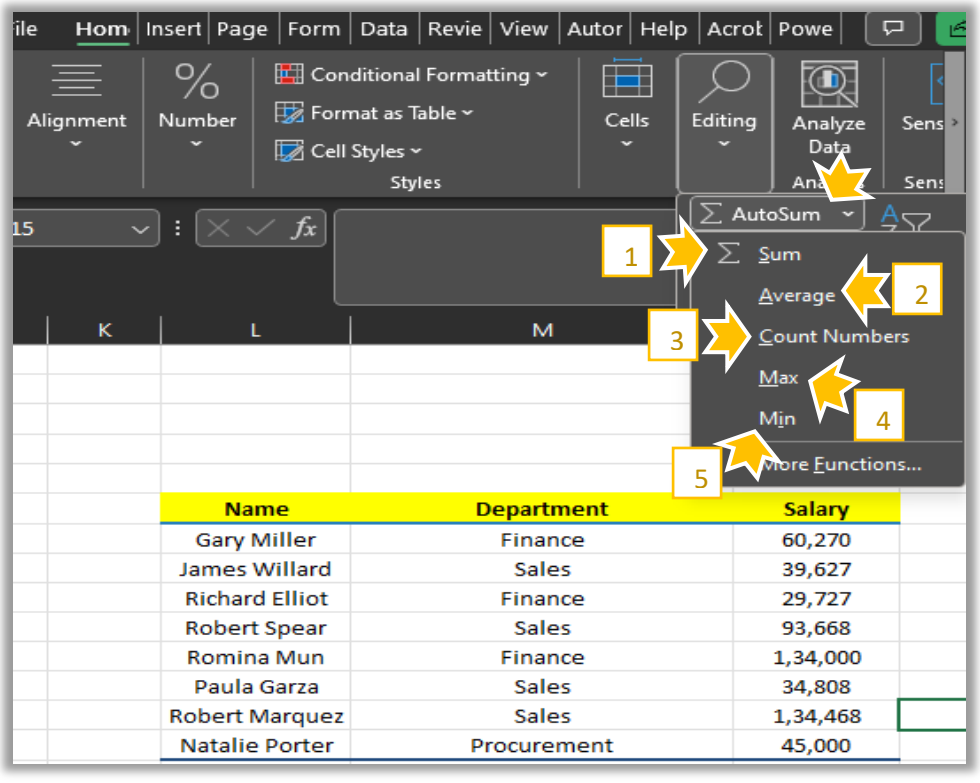


⇨ # 6th Step to Unhide: -

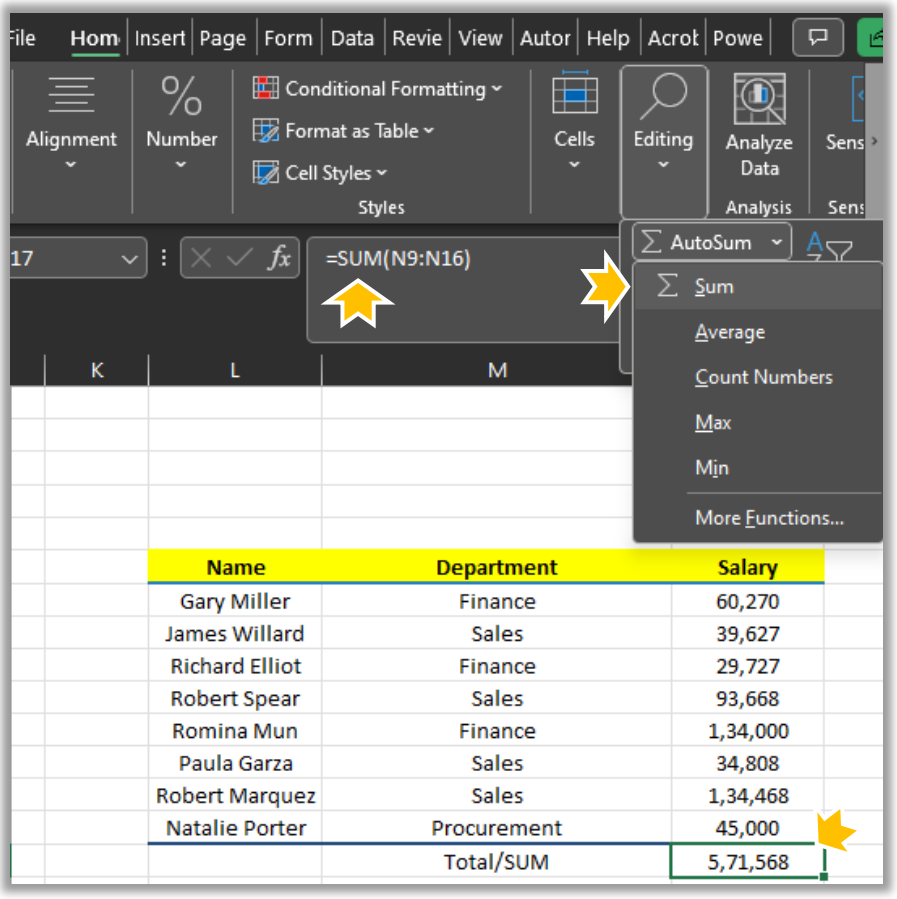


6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

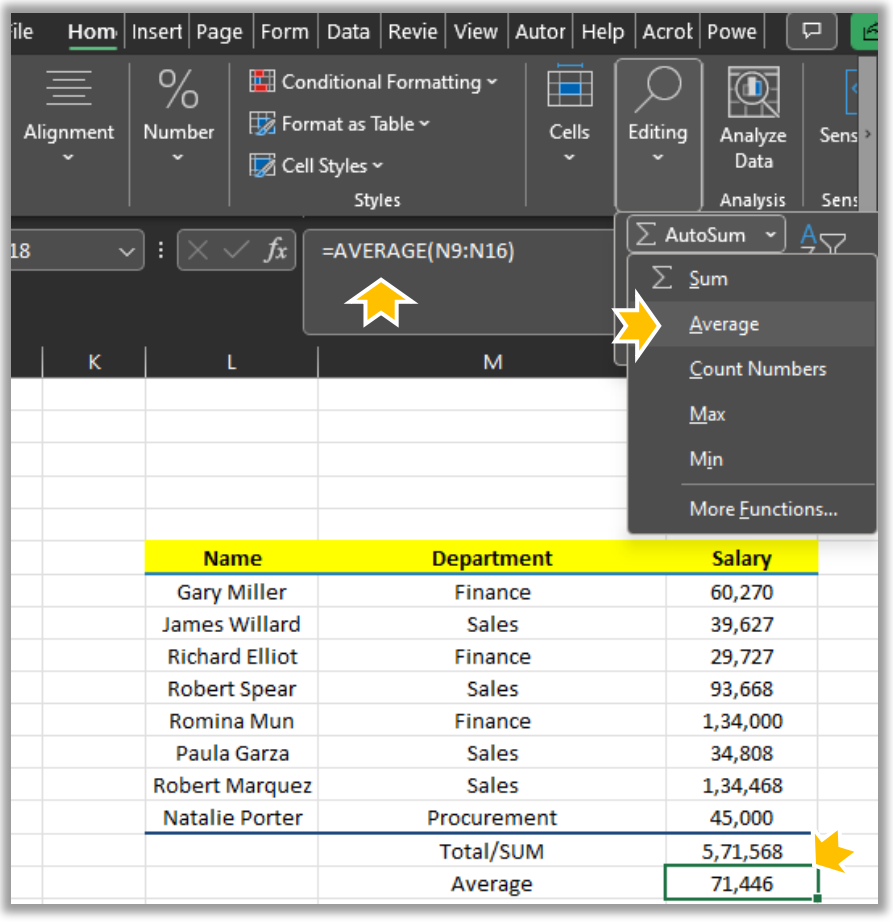
⇨ # There are 4 Functions in AutoSum Command i.e., SUM, AVERAGE, COUNT, MAX & MIN.



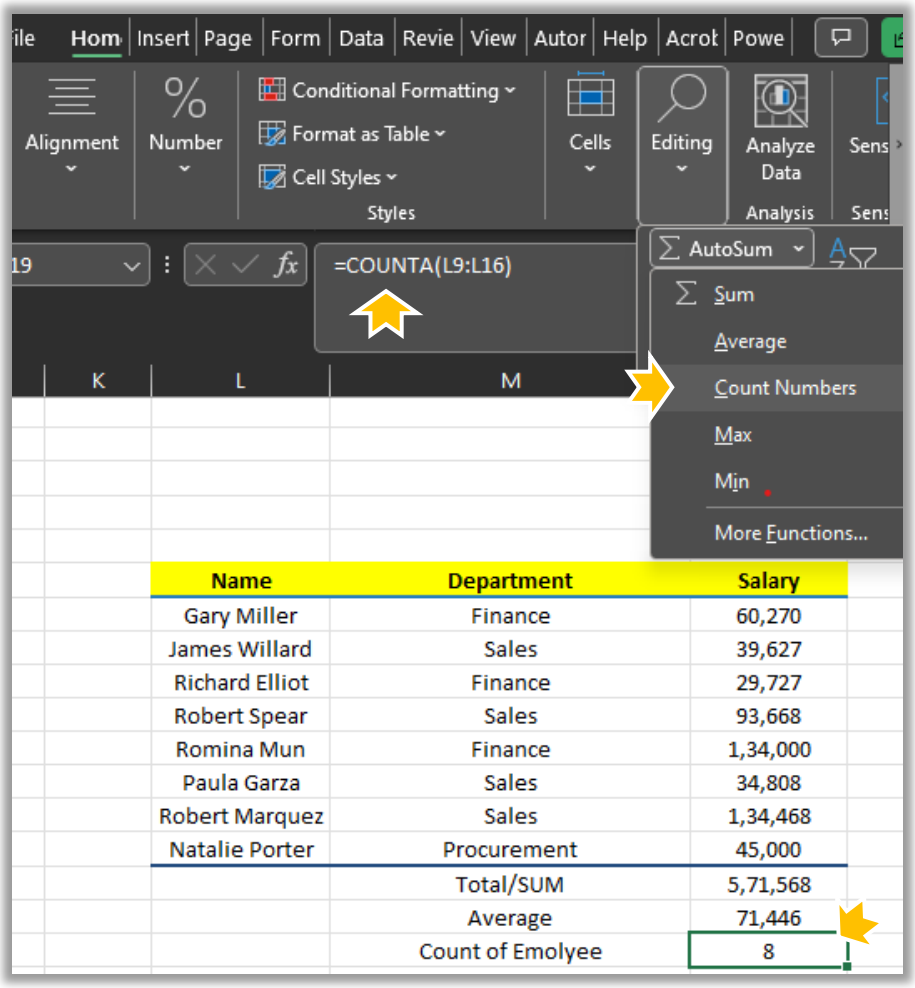
1st AutoSum Command “SUM”: -



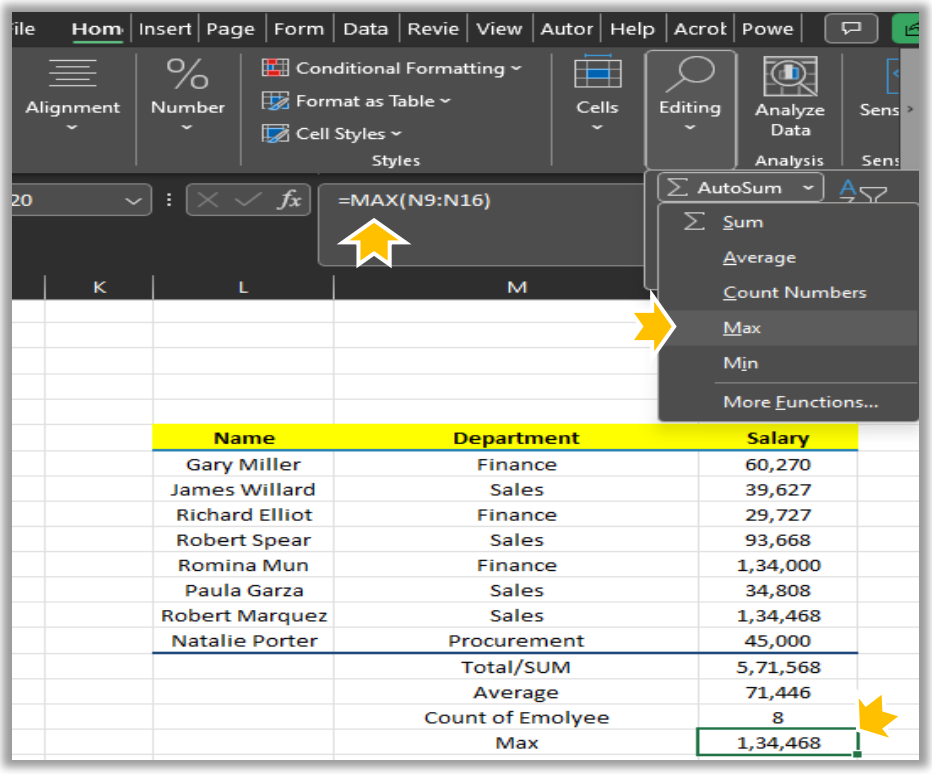
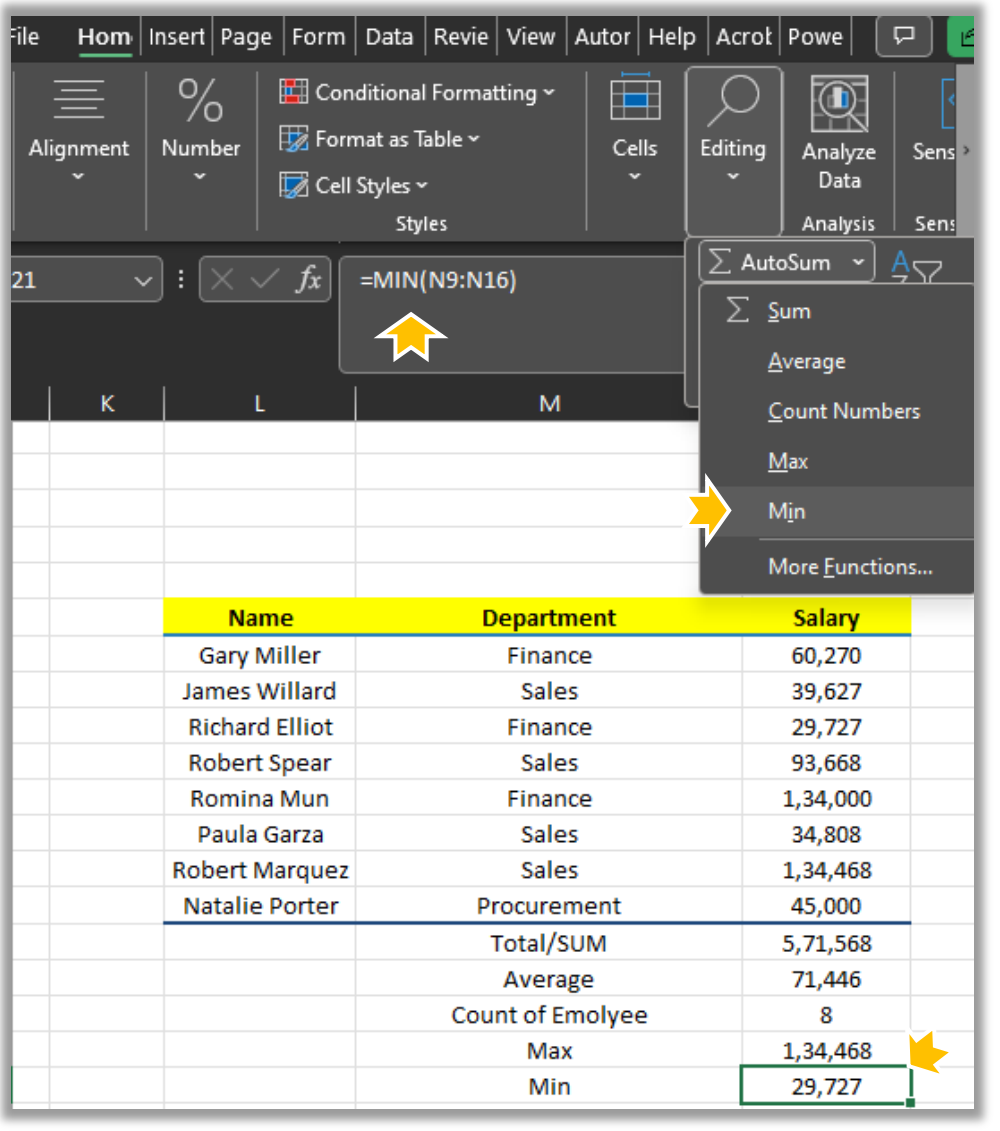
2nd AutoSum Command “AVERAGE”: -



3rd AutoSum Command “COUNT”: -



4th AutoSum Command “Max”: -



5th AutoSum Command “MIN”: -