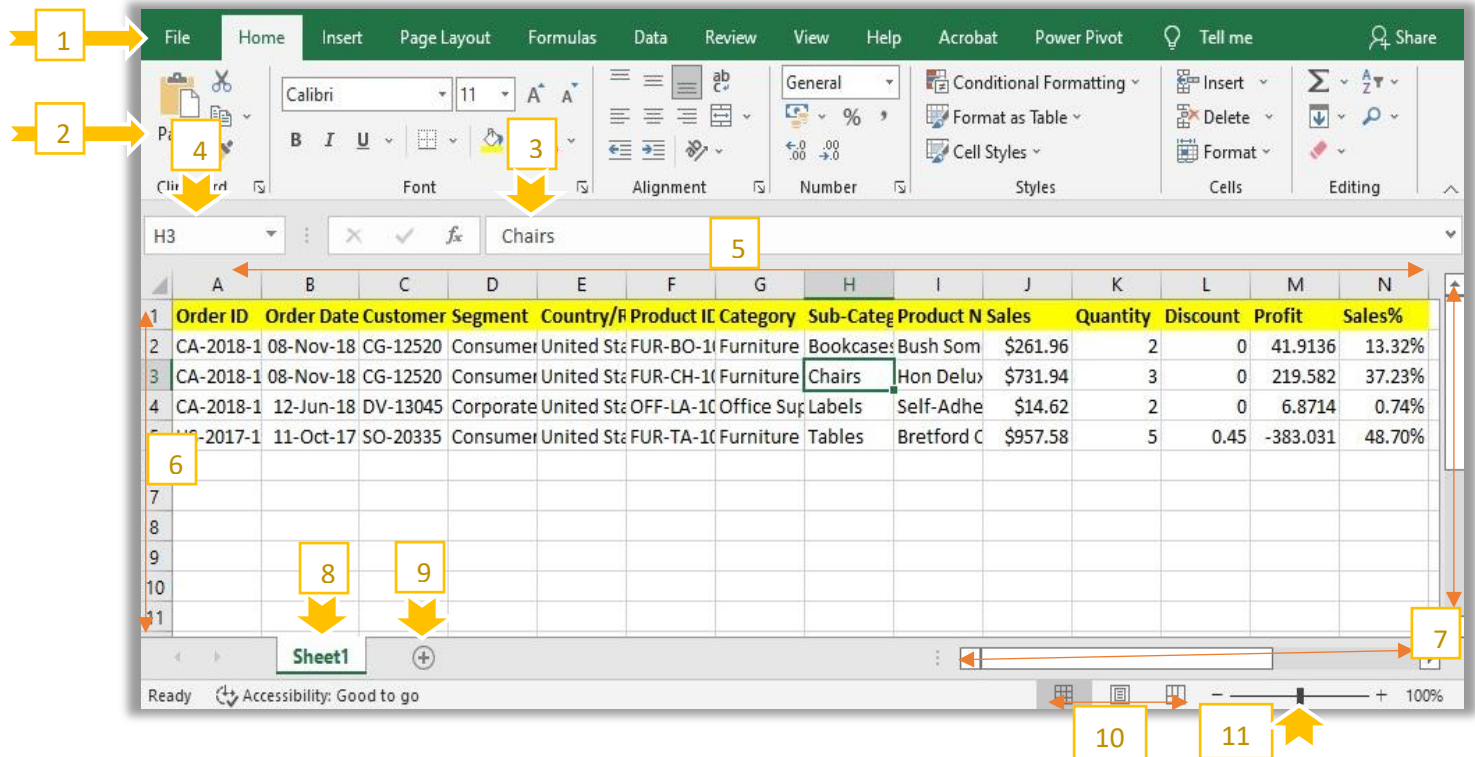


Advance Excel Assignment 7 (-By Lakshmi)

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: -



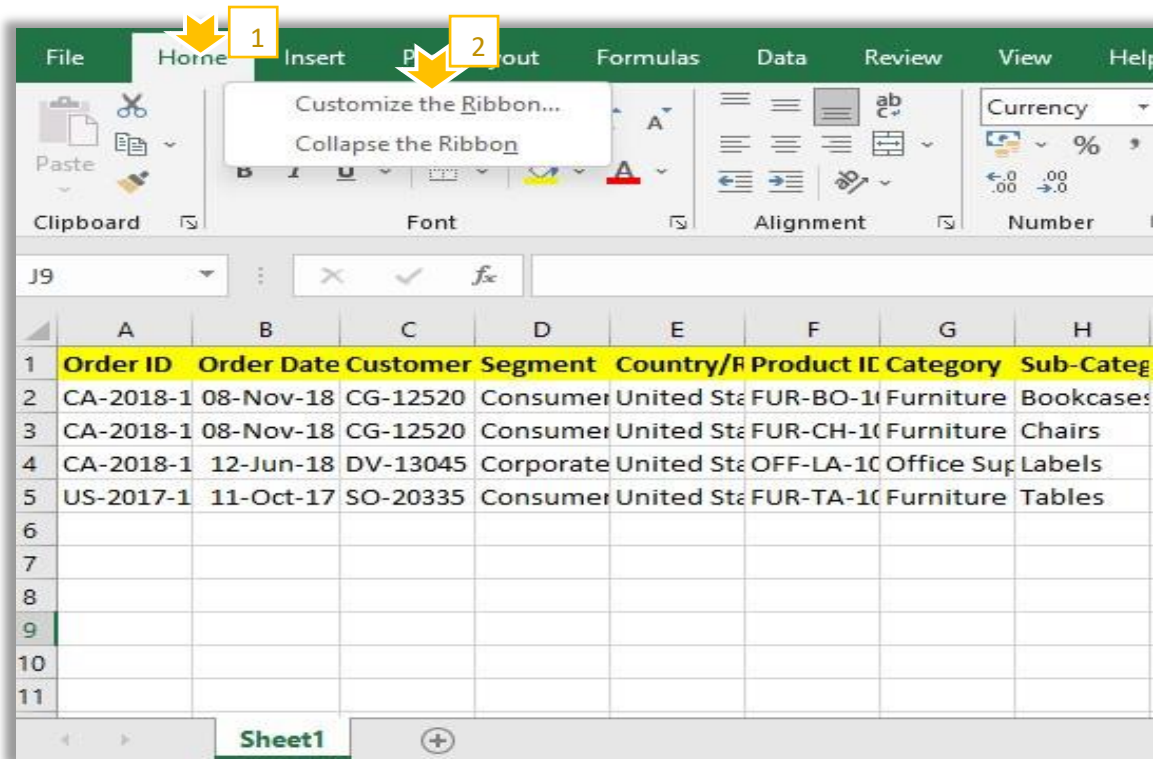
2. What are the different ways you can select columns and rows?

⇒ Excel is used for storing information, analysing and sorting, and reporting. The platform is popular in business because an Excel spreadsheet is highly visual and fairly easy to use.

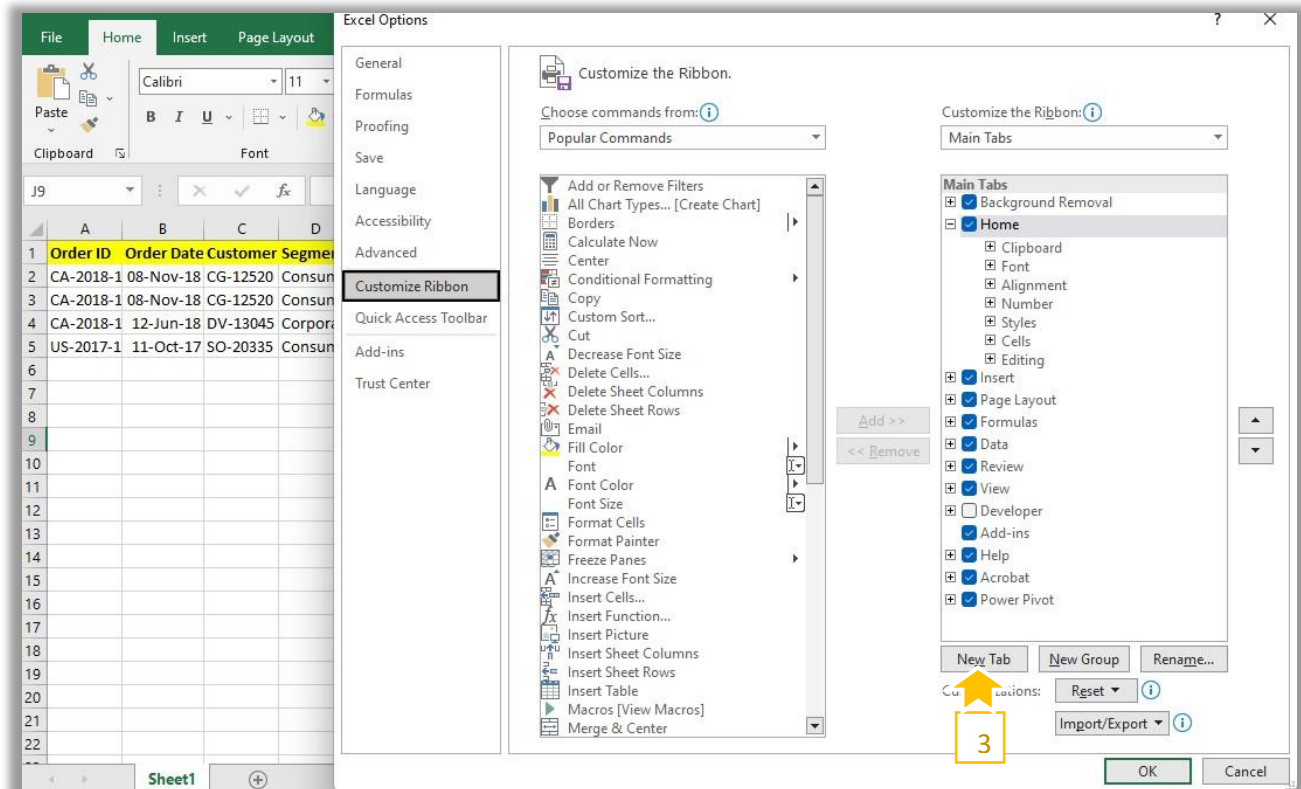
- # Data Entry and Storage.
- # Performing Calculations.
- # Data Analysis and Interpretation.
- # Reporting and Visualizations.
- # Accounting and Budgeting.
- # Collection and Verification of Business Data.
- # Calendars and Schedules.
- # Administrative and Managerial Duties.

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

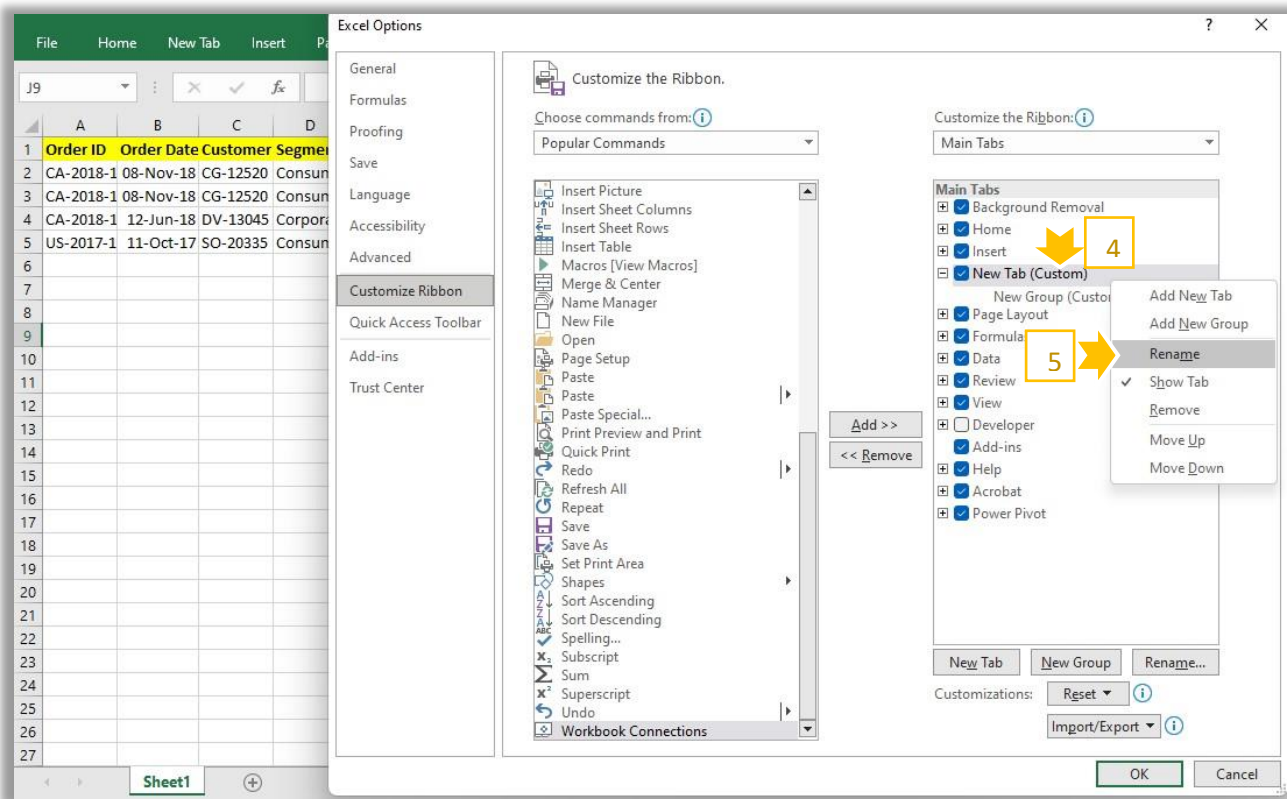
⇒ # 1st to 2nd



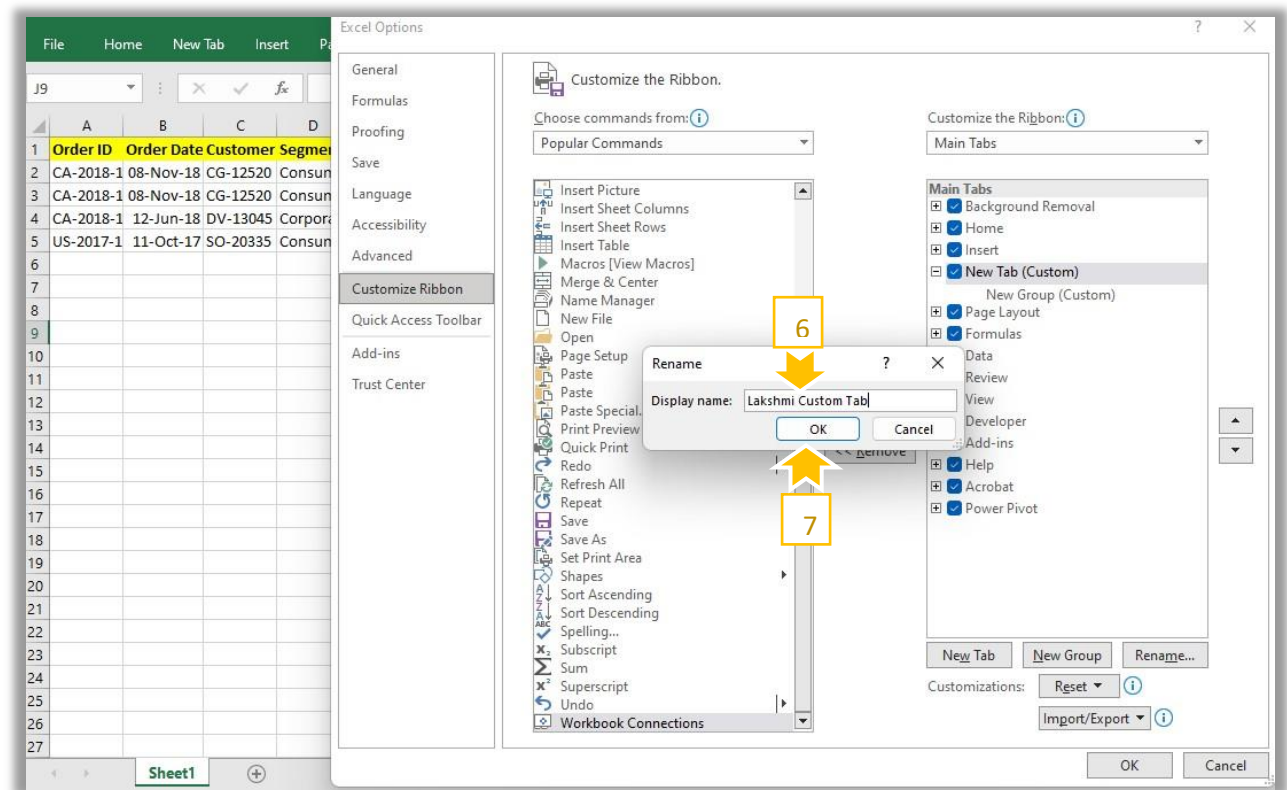
3rd



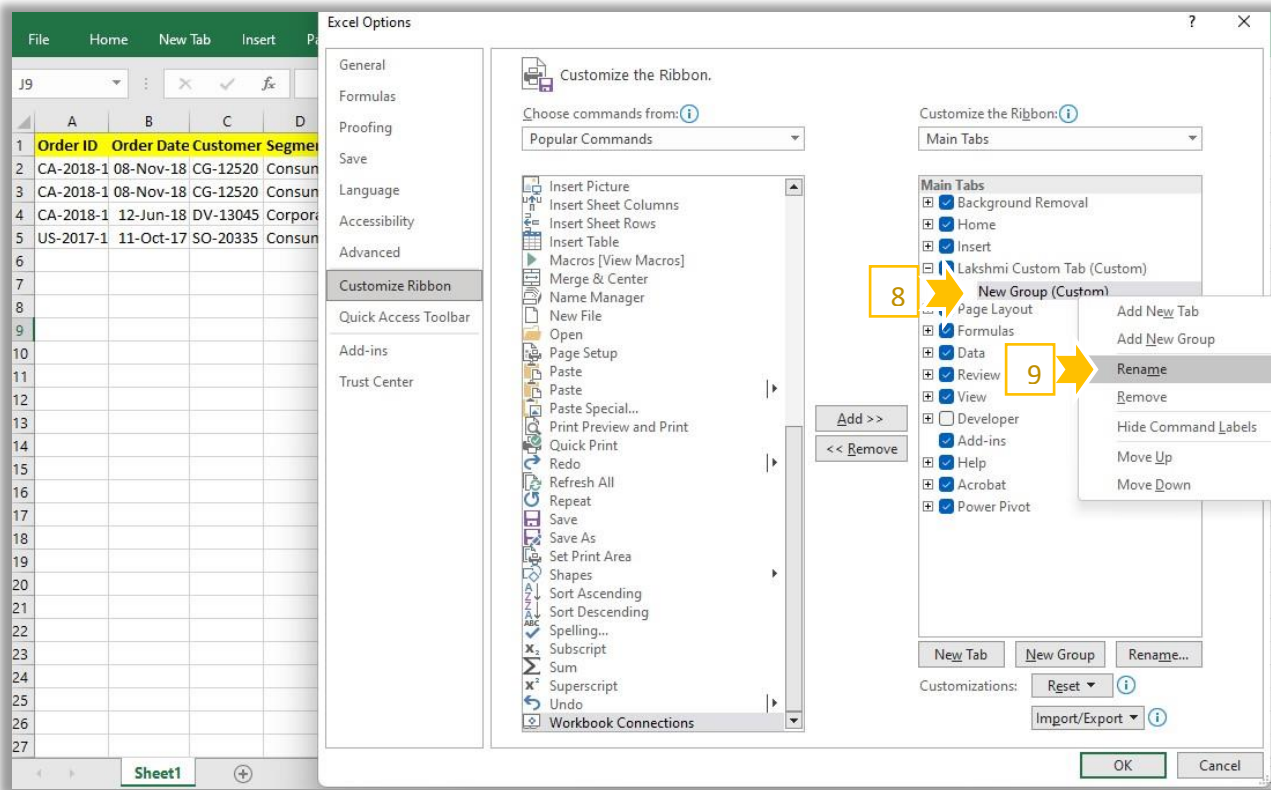
4th to 5th



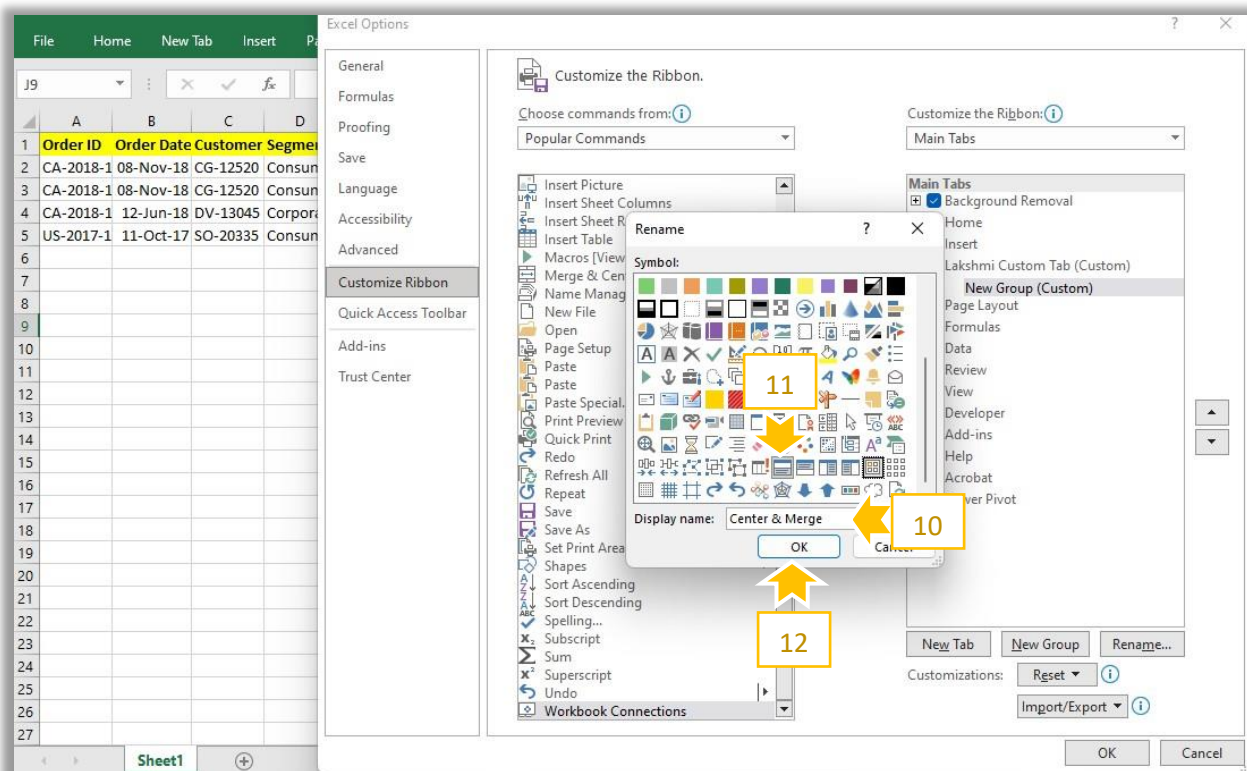
6th to 7th



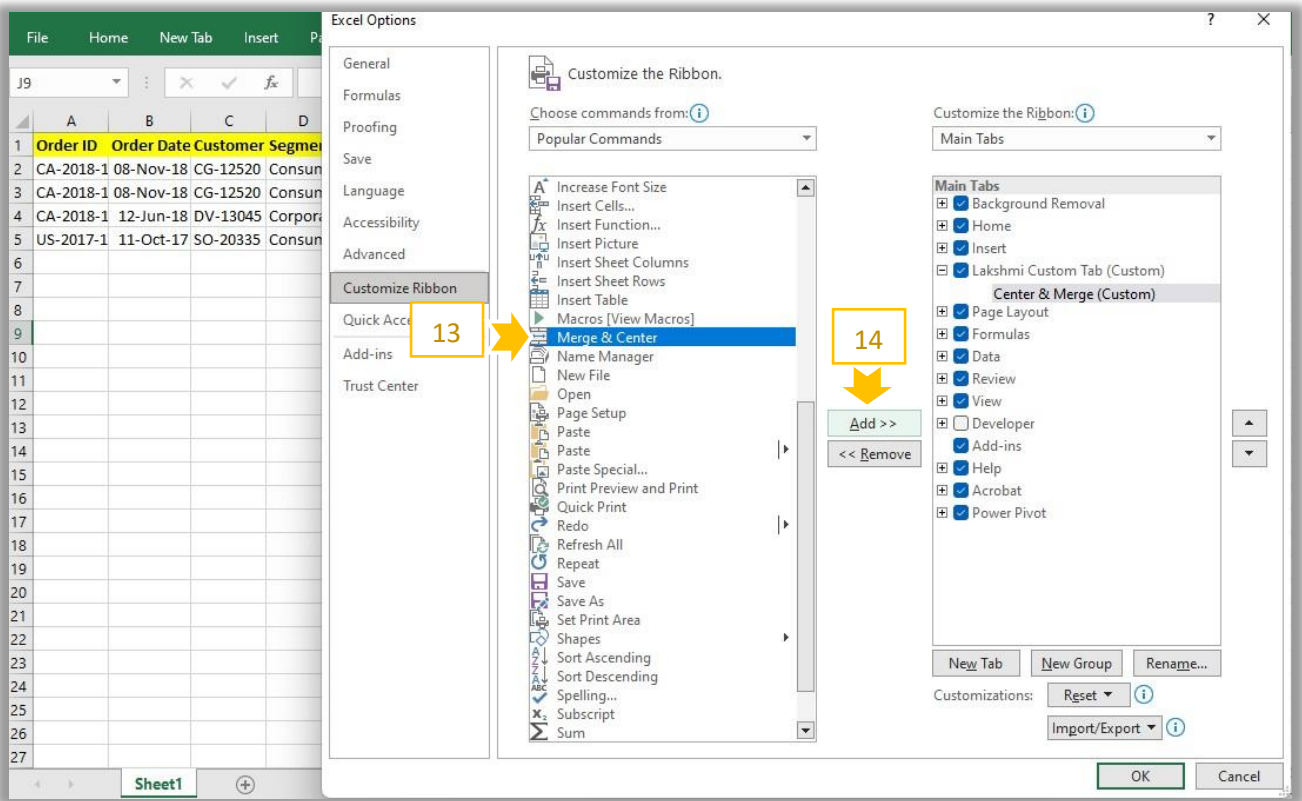
8th to 9th



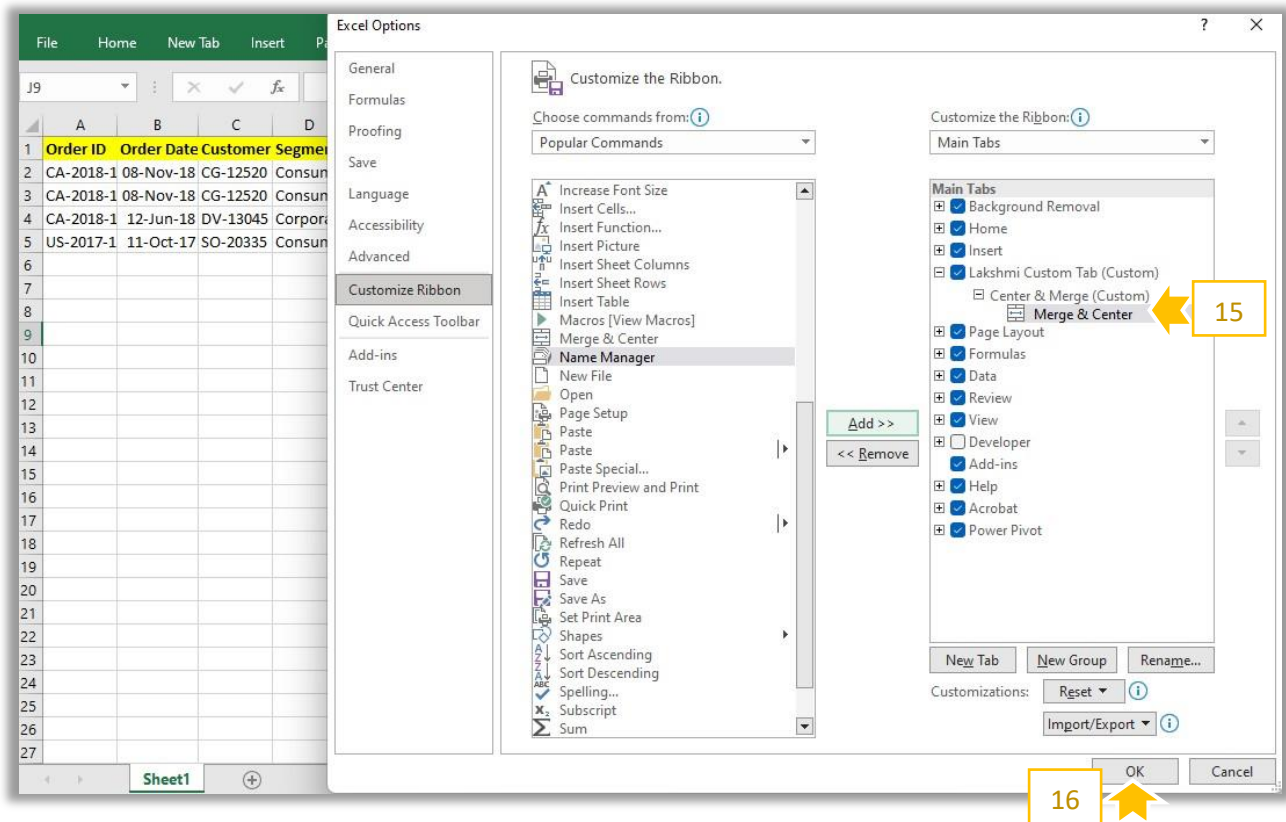
10th to 12th



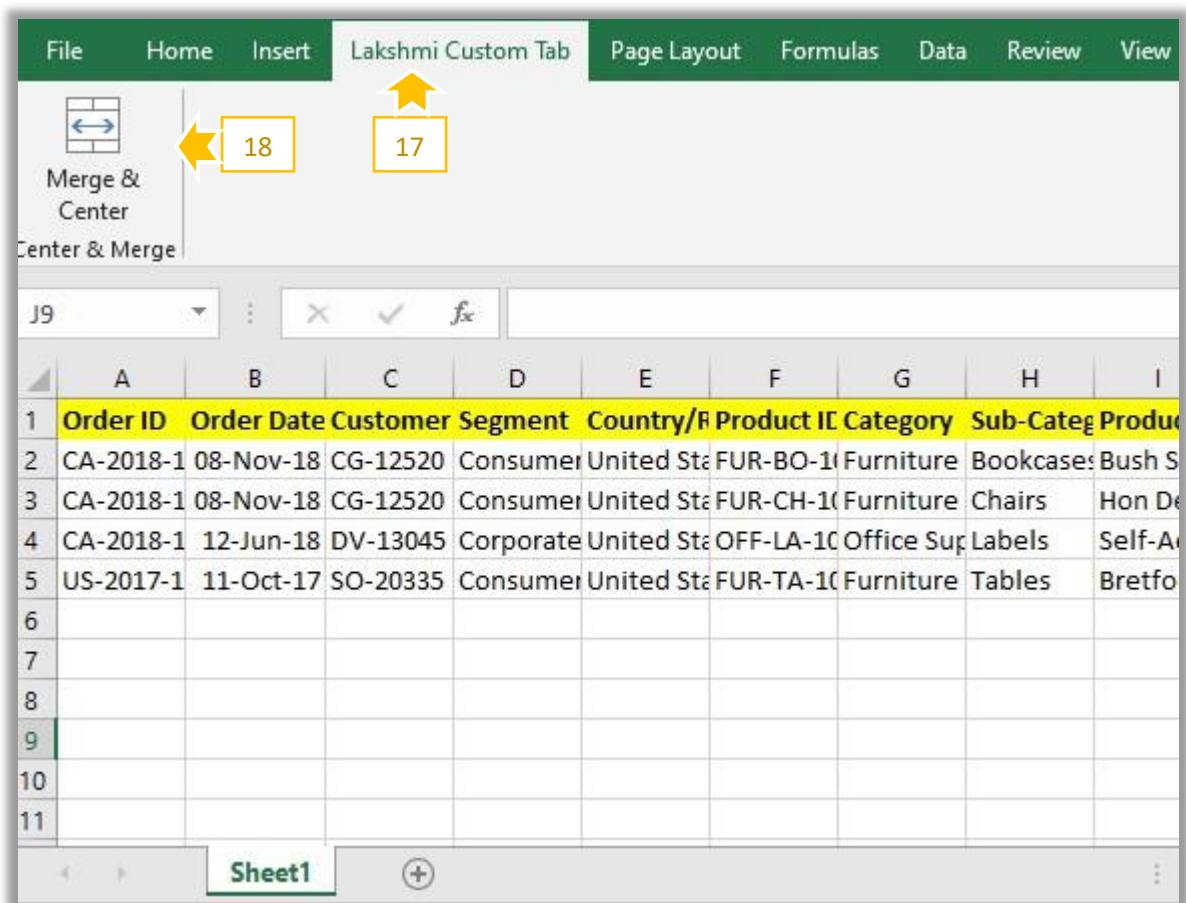
13th to 14th



15th to 16th



17th to 18th



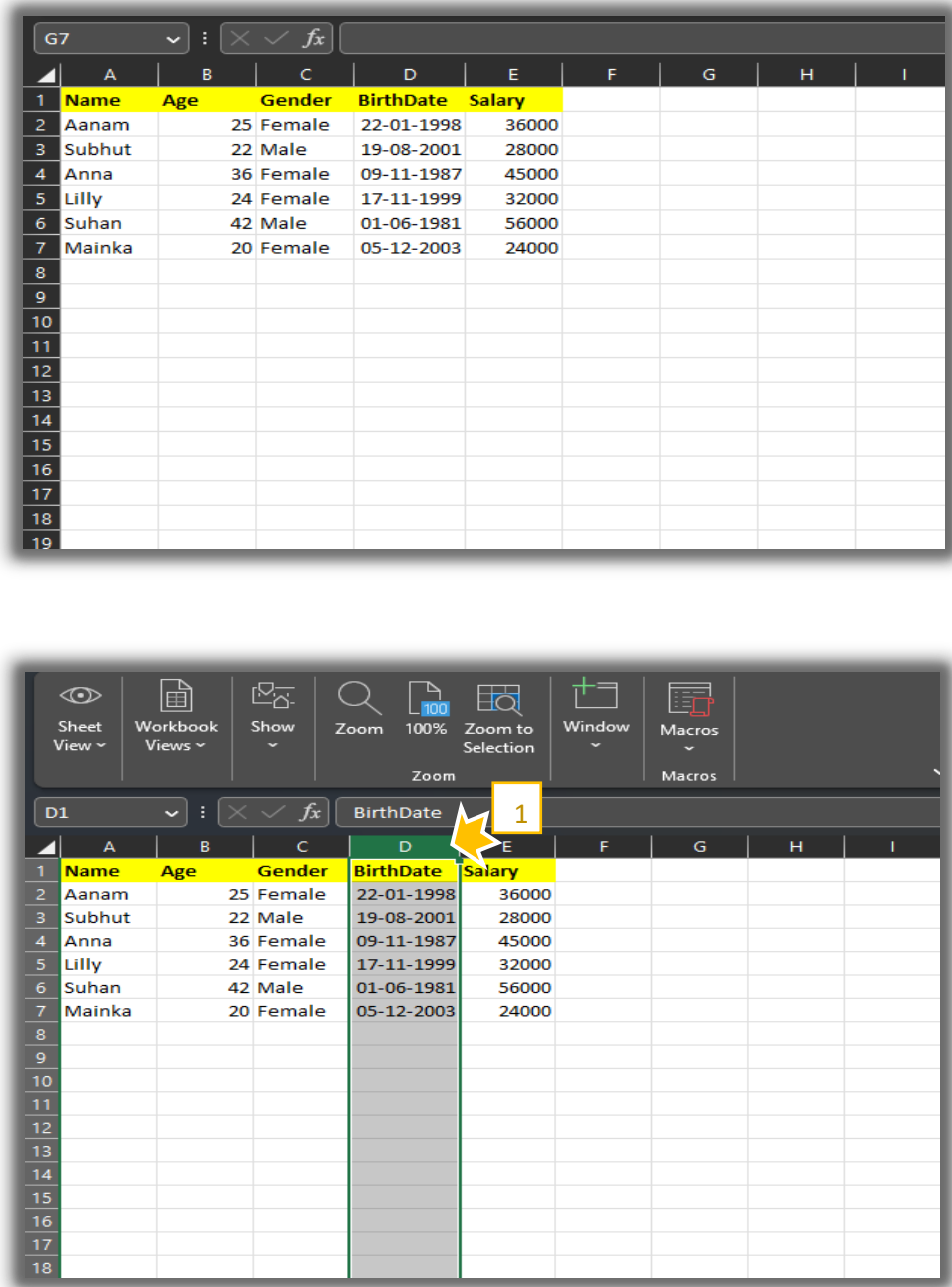
4. How can you insert new rows and columns into the existing table?

- ⇒ # **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 + +/-**: Decrease or increase font size one point at a time.
- # **CTRL + B**: Apply 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.

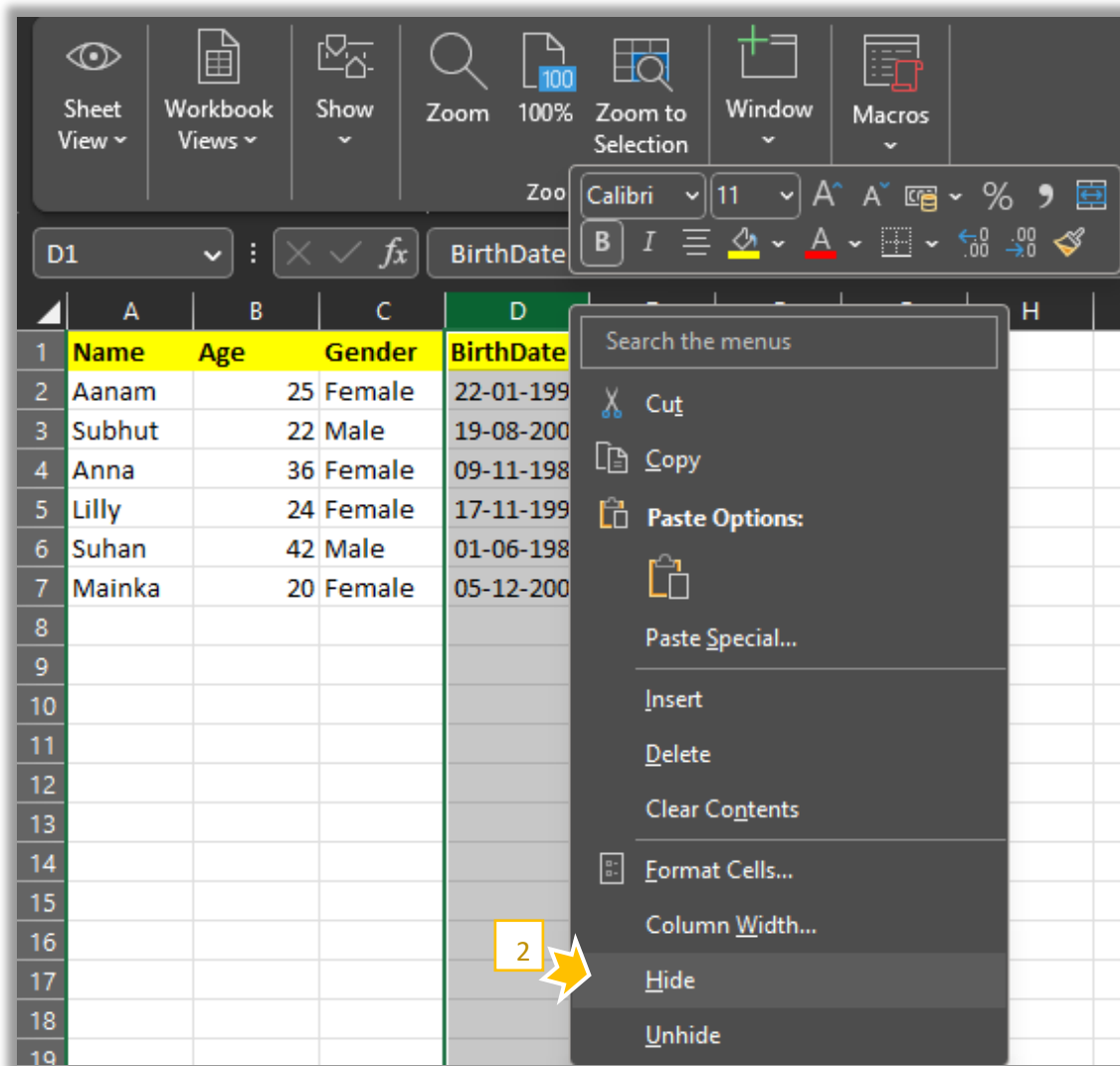
SHIFT + END: Highlights from current position to end of line.

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

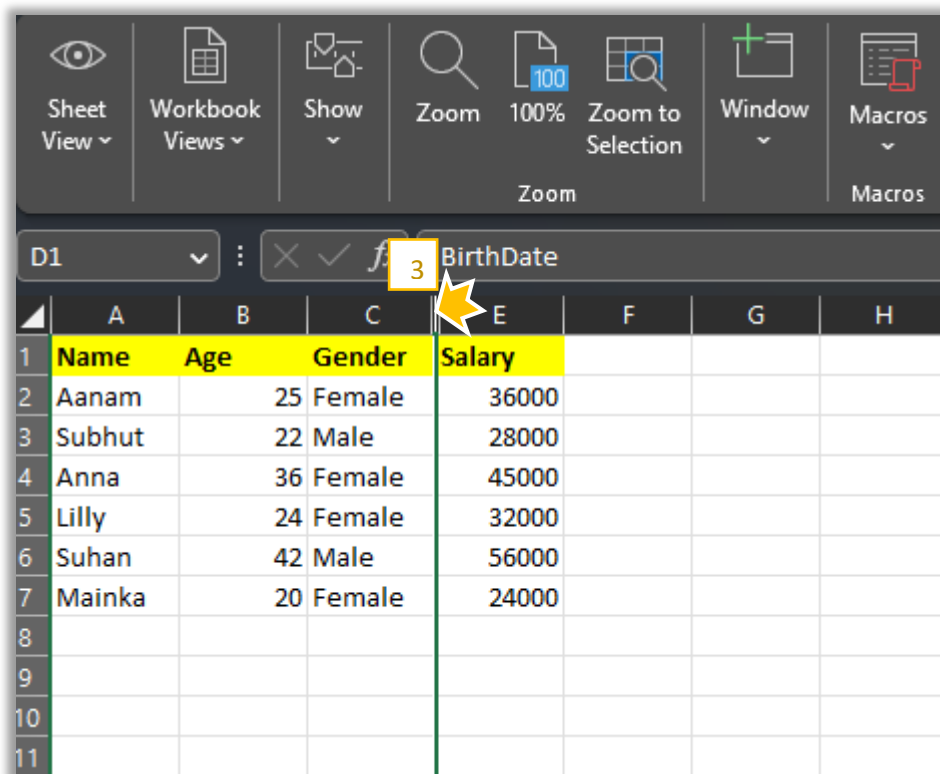
⇒ # 1ST step to Hide: -



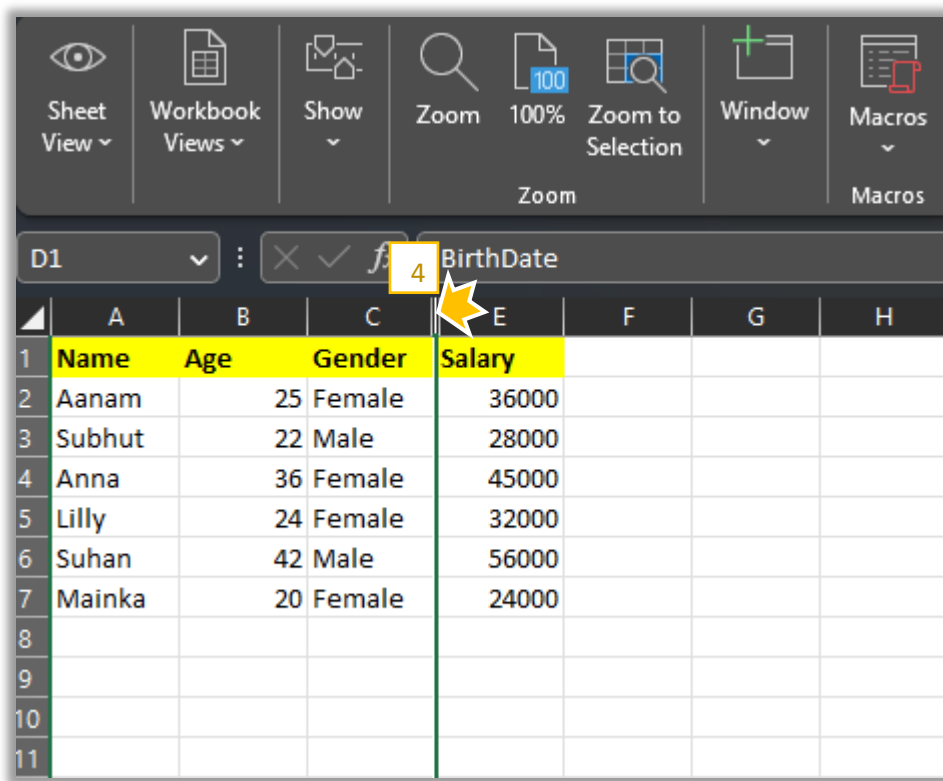
⇒ # 2nd Step to Hide: -



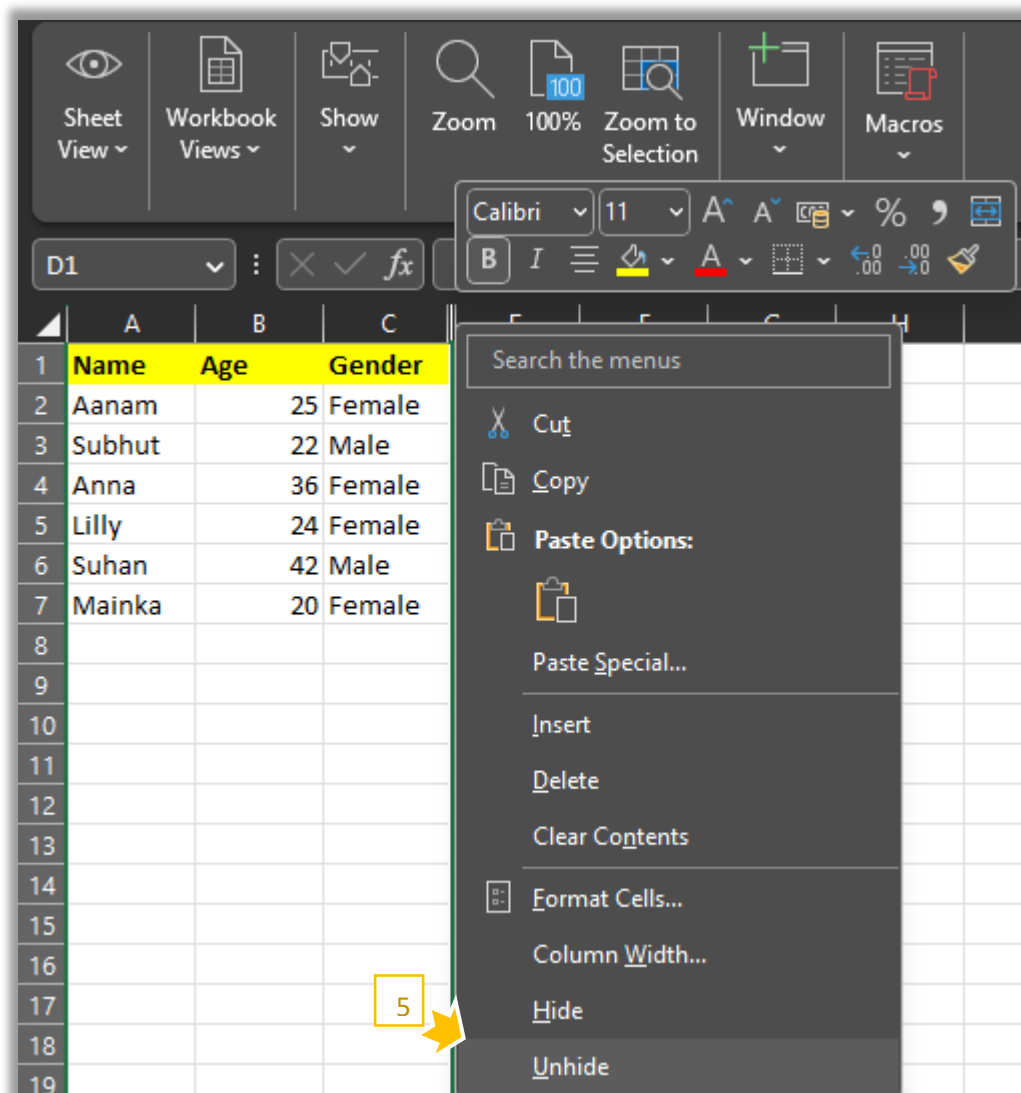
⇒ # 3rd Step to Hide: -



⇒ # 4th Step to Unhide: -



⇒ # 5th Step to Unhide: -



⇒ # 6th Step to Unhide: -

1st AutoSum Command “SUM”:-

The screenshot shows the Microsoft Excel interface. The formula bar displays the formula `=SUM(N9:N16)`. The AutoSum dropdown menu is open, showing options: Sum, Average, Count Numbers, Max, Min, and More Functions... The table below shows employee names, departments, and salaries, with a total sum of 5,71,568.

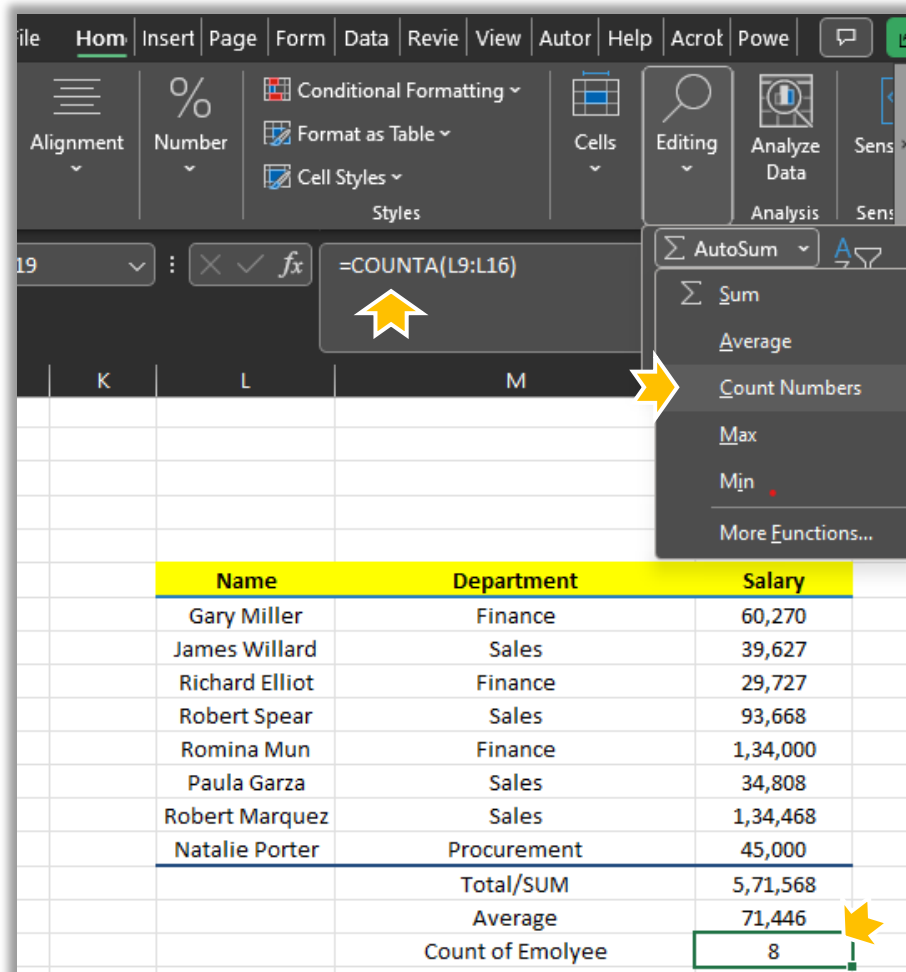
Name	Department	Salary
Gary Miller	Finance	60,270
James Willard	Sales	39,627
Richard Elliot	Finance	29,727
Robert Spear	Sales	93,668
Romina Mun	Finance	1,34,000
Paula Garza	Sales	34,808
Robert Marquez	Sales	1,34,468
Natalie Porter	Procurement	45,000
Total/SUM		5,71,568

2nd AutoSum Command “AVERAGE”:-

The screenshot shows the Microsoft Excel interface. The formula bar displays the formula `=AVERAGE(N9:N16)`. The AutoSum dropdown menu is open, showing options: Sum, Average, Count Numbers, Max, Min, and More Functions... The table below shows employee names, departments, and salaries, with an average salary of 71,446.

Name	Department	Salary
Gary Miller	Finance	60,270
James Willard	Sales	39,627
Richard Elliot	Finance	29,727
Robert Spear	Sales	93,668
Romina Mun	Finance	1,34,000
Paula Garza	Sales	34,808
Robert Marquez	Sales	1,34,468
Natalie Porter	Procurement	45,000
Total/SUM		5,71,568
Average		71,446

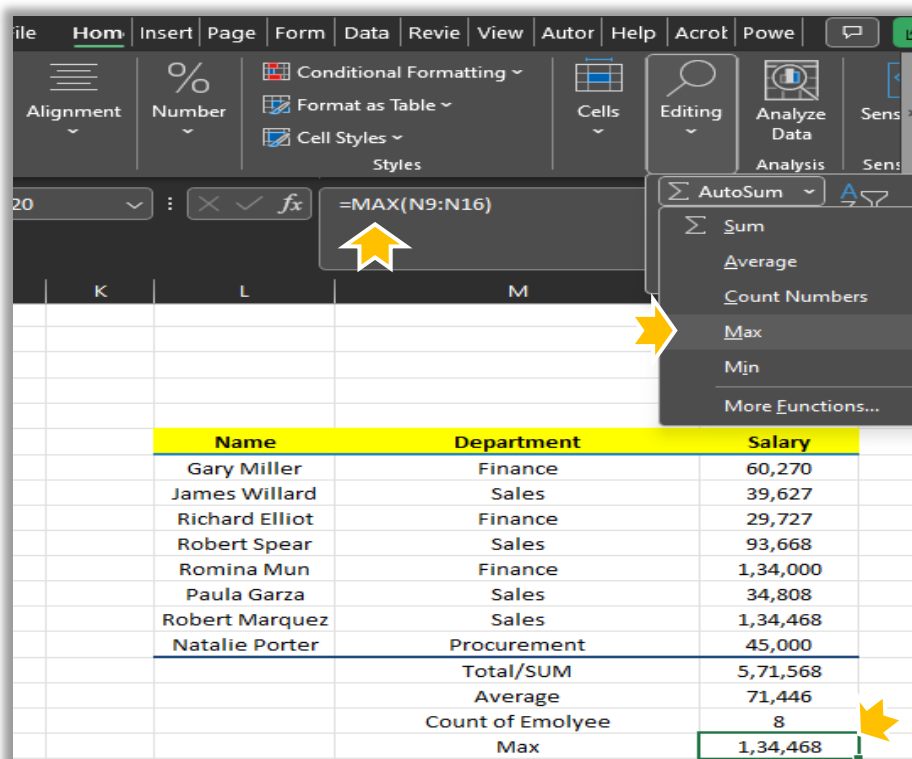
3rd AutoSum Command “COUNT”:-



The screenshot shows the Excel ribbon with the 'Formulas' tab active. The 'AutoSum' dropdown menu is open, and 'Count Numbers' is selected. The formula bar displays '=COUNTA(L9:L16)'. The spreadsheet contains a table of employee data with a summary row showing a count of 8 employees.

Name	Department	Salary
Gary Miller	Finance	60,270
James Willard	Sales	39,627
Richard Elliot	Finance	29,727
Robert Spear	Sales	93,668
Romina Mun	Finance	1,34,000
Paula Garza	Sales	34,808
Robert Marquez	Sales	1,34,468
Natalie Porter	Procurement	45,000
Total/SUM		5,71,568
Average		71,446
Count of Emolyee		8

4th AutoSum Command “Max”:-



The screenshot shows the Excel ribbon with the 'Formulas' tab active. The 'AutoSum' dropdown menu is open, and 'Max' is selected. The formula bar displays '=MAX(N9:N16)'. The spreadsheet contains a table of employee data with a summary row showing the maximum salary of 1,34,468.

Name	Department	Salary
Gary Miller	Finance	60,270
James Willard	Sales	39,627
Richard Elliot	Finance	29,727
Robert Spear	Sales	93,668
Romina Mun	Finance	1,34,000
Paula Garza	Sales	34,808
Robert Marquez	Sales	1,34,468
Natalie Porter	Procurement	45,000
Total/SUM		5,71,568
Average		71,446
Count of Emolyee		8
Max		1,34,468

5th AutoSum Command “MIN”:-

The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The formula bar displays the formula `=MIN(N9:N16)`. The AutoSum dropdown menu is open, showing options: Sum, Average, Count Numbers, Max, Min, and More Functions... The 'Min' option is selected, indicated by a yellow arrow. The spreadsheet data is as follows:

Name	Department	Salary
Gary Miller	Finance	60,270
James Willard	Sales	39,627
Richard Elliot	Finance	29,727
Robert Spear	Sales	93,668
Romina Mun	Finance	1,34,000
Paula Garza	Sales	34,808
Robert Marquez	Sales	1,34,468
Natalie Porter	Procurement	45,000
	Total/SUM	5,71,568
	Average	71,446
	Count of Emolyee	8
	Max	1,34,468
	Min	29,727