

**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.

SUM,AVERAGE,IF,HYPERLINK,COUNT,MAX,SIN.

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

* Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.
* Select the row number to select the entire row. ...
* To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height. AutoFit Column Width - changes the column width to hold the largest value in the column.

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

Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon). To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

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

* Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.
* Right-click the selected columns, and then select Hide.

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

To use AutoSum in Excel, just follow these 3 easy steps:

* Select a cell next to the numbers you want to sum:
  + To sum a column, select the cell immediately below the last value in the column.
  + To sum a row, select the cell to the right of the last number in the row.

Apart from adding cells, you can use Excel's AutoSum button to insert other functions, such as:

* AVERAGE - to return the average (arithmetic mean) of numbers.
* COUNT - to count cells with numbers.
* MAX - to get the largest value.
* MIN - to get the smallest value.

All you need to do is select a cell where you want to insert a formula, click the AutoSum drop-down arrow, and choose the desired function from the list.