**Microsoft Exel 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.**

Examples of functions available in different dropdowns in the function library:

* Recently Used: IF, VLOOKUP, SUMIF
* Financial: PV, FV, NPV
* Math & Trig: SUM, AVERAGE, MAX
* Date & Time: NOW, MONTH, YEAR
* Lookup & Reference: INDEX, MATCH, CHOOSE
* Text: CONCATENATE, LEFT, RIGHT
* Logical: IF, AND, OR
* Engineering: CONVERT, POWER, SQRT

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

* Different ways to select columns and rows:
* Click on the row or column header
* Use the keyboard shortcuts (Ctrl + Spacebar for selecting the column, Shift + Spacebar for selecting the row)
* Click and drag the mouse across the row or column headers
* Use the Name Box to select a specific range (type the range reference in the Name Box and press Enter)

1. **What is AutoFit and why do we use it?**

AutoFit is a feature in Excel that automatically adjusts the width of a column to fit the contents of the cells in that column. We use AutoFit to make the data more readable and to avoid truncating the data. It can be accessed by double-clicking the boundary between two column headers or by selecting the column and clicking on the "AutoFit Column Width" button in the Home tab

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

To insert new rows or columns into an existing table, follow these steps:

* Select the row or column where you want to insert the new row or column
* Right-click on the row or column header and select "Insert" from the drop-down menu
* A new row or column will be inserted above or to the left of the selected row or column
* To insert multiple rows or columns at once, select the same number of rows or columns as you want to insert, and then right-click and select "Insert" from the drop-down menu.

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

Select the column(s) that you want to hide

* Right-click on the selected column header(s) and choose "Hide" from the drop-down menu
* To unhide the hidden column(s), select the columns on either side of the hidden column(s), right-click and choose "Unhide" from the drop-down menu
* If you don't know which column is hidden, select the entire worksheet by clicking the select-all button (upper left-hand corner of the worksheet) and then choose "Format" from the Home tab. From there, select "Hide & Unhide" and then "Unhide Columns".

1. **Create an appropriate table within the worksheet and use different**

**functions available in the AutoSum command.**

Here is an example of a table with different functions available in the AutoSum command:

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |
| 10 | 20 | 30 | 40 |
| 50 | 60 | 70 | 80 |
| 90 | 100 | 110 | 120 |
| =SUM(A1:D1)100 | =AVERAGE(A1:D3)65 | =MAX(A1:D3)120 | =MIN(A1:D3)10 |

In this table, the AutoSum command has been used to calculate the sum, average, maximum, and minimum of the values in the specified ranges. The formulas in row 4 use the AutoSum command to automatically calculate these values.