

Advance Excel Assignment 7 iNeuron

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

Ans:

- 1) Financial
- 2) Logical
- 3) Text
- 4) Date & time
- 5) Lookup & Reference
- 6) Math & Trig
- 7) Statistical
- 8) Engineering
- 9) Cube

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

Ans: 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. Or click on any cell in the row and then press Shift + Space.

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

Ans: AutoFit is a feature in Excel that allows us to quickly adjust the row height or column width to fit the text completely. It automatically adjusts the row height or column width.

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

Ans:

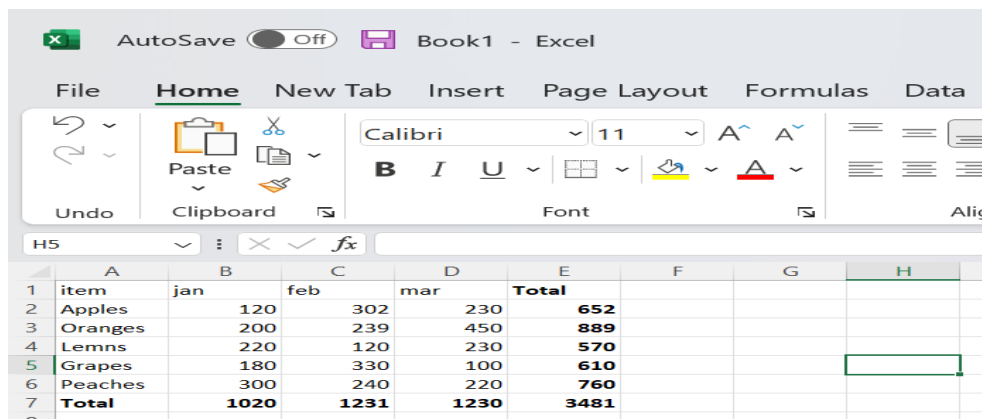
- 1) Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).
- 2) To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

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

Ans: On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

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

Ans:



The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes 'File', 'Home', 'New Tab', 'Insert', 'Page Layout', 'Formulas', and 'Data'. The 'Home' ribbon shows the 'Clipboard' group with 'Undo' and 'Paste' buttons, and the 'Font' group with 'Calibri' font, size '11', and bold/italic/underline options. The 'Cells' group shows 'Format' and 'Align' buttons. The active cell is H5. Below the ribbon is a table with the following data:

	A	B	C	D	E	F	G	H
1	item	jan	feb	mar	Total			
2	Apples	120	302	230	652			
3	Oranges	200	239	450	889			
4	Lemons	220	120	230	570			
5	Grapes	180	330	100	610			
6	Peaches	300	240	220	760			
7	Total	1020	1231	1230	3481			