Advance 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.

Ans. Select the column, or range where you'll be putting the values, then use CTRL+1 to bring up the Format > Cells dialog and on the Number tab select Text.

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

Ans. Select one or more rows and columns

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 you to quickly adjust the row height or column width to fit the text completely (so that there is no spilling over to other cells).

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

Ans. 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?

In Excel, users can hide and unhide columns to display only the data they need to see or print.

6. Create an appropriate table within the worksheet and use different

functions available in the AutoSum command.

Ans. 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.