# Ineuron 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

AUTOSUM:It is a feature in Excel allow you to quickly add up acolumn or row of numbers.To use Autosum,select the cell next to the number you want to sum.

Example:To add the january month in the budget,Select cell B7,the cell immediately below the column of the numbers.Then click AutoSum.A formula appear In cell B7,and Excel highlights the cells you’re totaling.Press Enter to display the result in cell B7.

RECENTLY USED:It show you a recently used files and folders.To access it click on the start button and scroll down the recently added section.

TEXT:It is used to format the text in various ways.Change the font size,color,style and more.

DATE & TIME:It is used to display the current date and time in various formats.

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

* To select the entire column,select the letter at the top or click on any cell in the column and then press ctrl+space.
* To select the entire row or columns,hold ctrl and select the row or column numbers.
* To highlight every cell in the sheet,Press ctrl+A.

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

* Autofit ensures that all of your data is visible without having to scroll through the sheet.
* Autofit makes it easy to fit a large amount of data into small space.
* Autofit saves you time by automatically resizing cells in your spreadsheets

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

* Type a cell value next to the table and press Enter.
* This will automatically add a new row or column and apply the table formatting.
* Use the resize command in the table tool option to select a large range of cells for your table.
* This will include the new rows or columns in the table.

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

* Open the Excel document.
* Select the column on both sides of the hidden column.
* Click home.
* Click Format.
* Select Hide or Unhide.
* Click Unhide column.
* Alternatively to hide a column-Select a cell in the column to hide then press ctrl+0,To unhide,select an adjacent column and press Ctrl+Shift+0.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Names** | **Jan** | **Feb** | **March** | **April** | **May** |
| Oranges | RM 250.00 | RM 400.00 | RM 300.00 | RM 200.00 | RM 150.00 |
| Grapes | RM 500.00 | RM 230.00 | RM 410.00 | RM 250.00 | RM 110.00 |
| Mango | RM 500.00 | RM 450.00 | RM 230.00 | RM 400.00 | RM 100.00 |
| Banana | RM 200.00 | RM 350.00 | RM 260.00 | RM 210.00 | RM 200.00 |
| Peaches | RM 600.00 | RM 210.00 | RM 310.00 | RM 400.00 | RM 300.00 |
| Avacoda | RM 400.00 | RM 150.00 | RM 200.00 | RM 300.00 | RM 400.00 |
| Total | RM 2,450.00 | RM 1,790.00 | RM 1,710.00 | RM 1,760.00 | RM 1,260.00 |
| Average | RM 408.33 | RM 298.33 | RM 285.00 | RM 293.33 | RM 210.00 |
| Max | RM 600.00 | RM 450.00 | RM 410.00 | RM 400.00 | RM 400.00 |
| Min | RM 200.00 | RM 150.00 | RM 200.00 | RM 200.00 | RM 100.00 |