Excel Assignment – 7

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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:

	Num			
	12		Ramayana	
	13			
	14	Length =	8	
	15	Left =	Ram	
	16			
Sum =	70			
Average =	14			
Count Numbers =	5			
Maximum =	16			
Minimum =	12			

And so on….

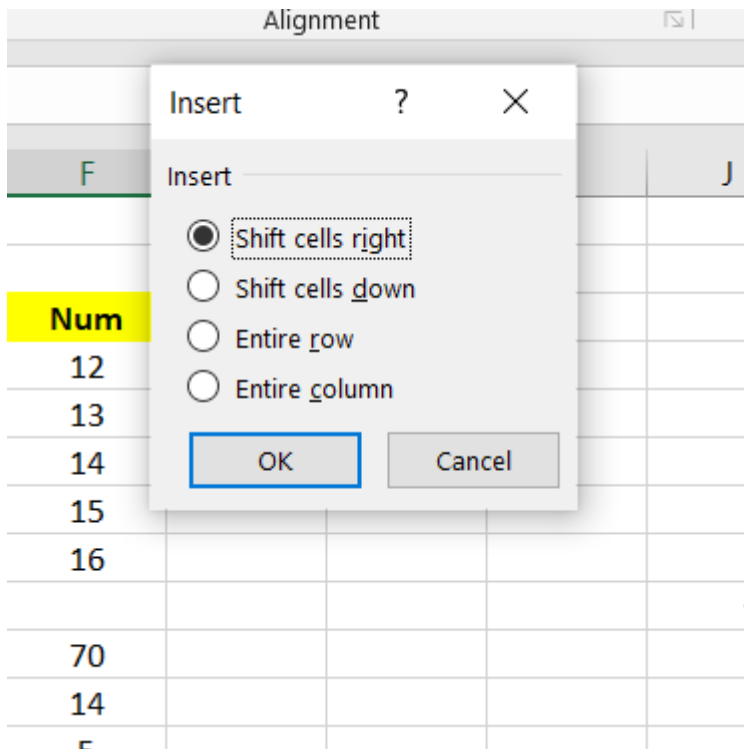## 2. What are the different ways you can select columns and rows?

Ans: Select one or more rows and columns 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 lets you easily change the size of one or multiple columns or rows on a spreadsheet. It helps you make sure that all the data in every cell group is clearly visible.

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

Ans: To add a row above the cell, click Insert Above in the Rows and Columns group. To add a row below the cell, click Insert Below in the Rows and Columns group.

Alignment		

Insert

Insert
- ◉ Shift cells right
- ○ Shift cells down
- ○ Entire row
- ○ Entire column

OK   Cancel

F		J
Num		
12		
13		
14		
15		
16		
70		
14		
5		

5. How do you hide and unhide columns in excel?
Ans: Use the shortcut Ctrl + 9 to hide rows and Ctrl + 0 to hide columns. Click the Home tab and in the Cells group, click Format > Hide and Unhide and pick either Hide Rows or Hide Columns.

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

	Num
	12
	13
	14
	15
	16
Sum =	70
Average =	14
Count Numbers =	5
Maximum =	16
Minimum =	12