

# 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.

Here are examples of functions available in different dropdowns present in the function library:

## 1) AutoSum:

SUM: Adds up a range of cells.

AVERAGE: Calculates the average of a range of cells.

COUNT: Counts the number of cells that contain numbers in a range.

MAX: Returns the largest value from a range of cells.

MIN: Returns the smallest value from a range of cells.

## 2) Math & Trig:

SUM: Adds up a range of values.

AVERAGE: Calculates the average of a range of values.

SQRT: Returns the square root of a number.

COS: Returns the cosine of an angle.

RAND: Generates a random number between 0 and 1.

## 3) Logical:

IF: Checks whether a condition is met and returns one value if true and another value if false.

AND: Returns true if all arguments are true.

OR: Returns true if any argument is true.

NOT: Reverses the logical value of a given argument.

## 4) Text:

CONCATENATE: Joins two or more text strings into one.

LEFT: Extracts a specified number of characters from the beginning of a text string.

RIGHT: Extracts a specified number of characters from the end of a text string.

LEN: Returns the number of characters in a text string.

FIND: Searches for a specific text within a larger text string and returns the starting position.

### 5)Financial:

PMT: Calculates the payment amount for a loan based on fixed payments and a fixed interest rate.

FV: Calculates the future value of an investment.

NPV: Calculates the net present value of an investment based on a series of cash flows.

RATE: Calculates the interest rate per period for an investment.

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

The different ways to select columns and rows are as follows –

**Click and Drag:** To select a column or row, we can click on the column letter or row number and drag the cursor across the desired range. This method allows us to select multiple adjacent columns or rows.

**Shift + Arrow Keys:** we can use the Shift key along with the arrow keys to extend the selection in the desired direction. For example, if we want to select multiple adjacent columns, click on the first column header, hold the Shift key, and press the right or left arrow key to expand the selection.

**Ctrl + Click:** Holding the Ctrl key and clicking on column headers or row numbers allows us to select multiple non-adjacent columns or rows. Click on each column or row we want to select while holding the Ctrl key.

**Column/Row Headers:** In many spreadsheet applications, we can click on the column header (such as "A," "B," "C") or row header (such as "1," "2," "3") to select the entire column or row.

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

AutoFit is a feature available in many spreadsheet software applications that allows us to adjust the width of a column or the height of a row automatically. We use the AutoFit feature to ensure that the text or data in a cell is fully visible without being truncated or hidden due to insufficient column width or row height. We use autofit in

1)Text Wrapping: When a cell contains text that is longer than the default column width, using AutoFit ensures that the text wraps within the cell and remains visible without being cut off.

2)Numeric Data: If a column contains numeric data, using AutoFit can adjust the column width to display the entire content of the cells, preventing the data from being truncated.

3)Multiple Lines of Text: When a cell contains multiple lines of text, AutoFit adjusts the row height to display all the lines of text without any content being hidden.

4)Printing: AutoFit can be useful when preparing a spreadsheet for printing, as it helps ensure that all the data is visible on the printed page.

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

We can insert new rows and columns into the existing table in the following way:

A) For inserting rows,

1) Select the row below which you want to insert the new row(s). For example, if you want to insert a row between row 3 and row 4, select row 4.

2) Right-click on the selected row, and a context menu will appear.

3) In the context menu, choose the "Insert" or "Insert Rows" option. The new row(s) will be inserted above the selected row.

Alternatively, you can use a keyboard shortcut. For example, in Microsoft Excel, we can press the Ctrl + Shift + "+" keys to insert a new row above the selected row.

B) For inserting columns,

1) Select the column to the right of which you want to insert the new column(s). For example, if you want to insert a column between column C and column D, select column D.

2) Right-click on the selected column, and a context menu will appear.

3) In the context menu, choose the "Insert" or "Insert Columns" option. The new column(s) will be inserted to the left of the selected column.

Alternatively, you can use a keyboard shortcut. For example, in Microsoft Excel, we can press the Ctrl + Shift + "+" keys to insert a new column to the left of the selected column.

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

To hide and unhide columns in Microsoft Excel, we can follow these steps:

Hiding Columns:

Select the columns that you want to hide. You can do this by clicking on the column header (e.g., "A," "B," "C") of the first column and dragging the selection across the desired columns.

Right-click on the selected column(s), and a context menu will appear.

In the context menu, choose the "Hide" option. The selected column(s) will be hidden, and the adjacent columns will adjust accordingly.

Alternatively, we can use a keyboard shortcut. For example, in Microsoft Excel, you can press the Ctrl + 0 (zero) keys to hide the selected columns.

Unhiding Columns:

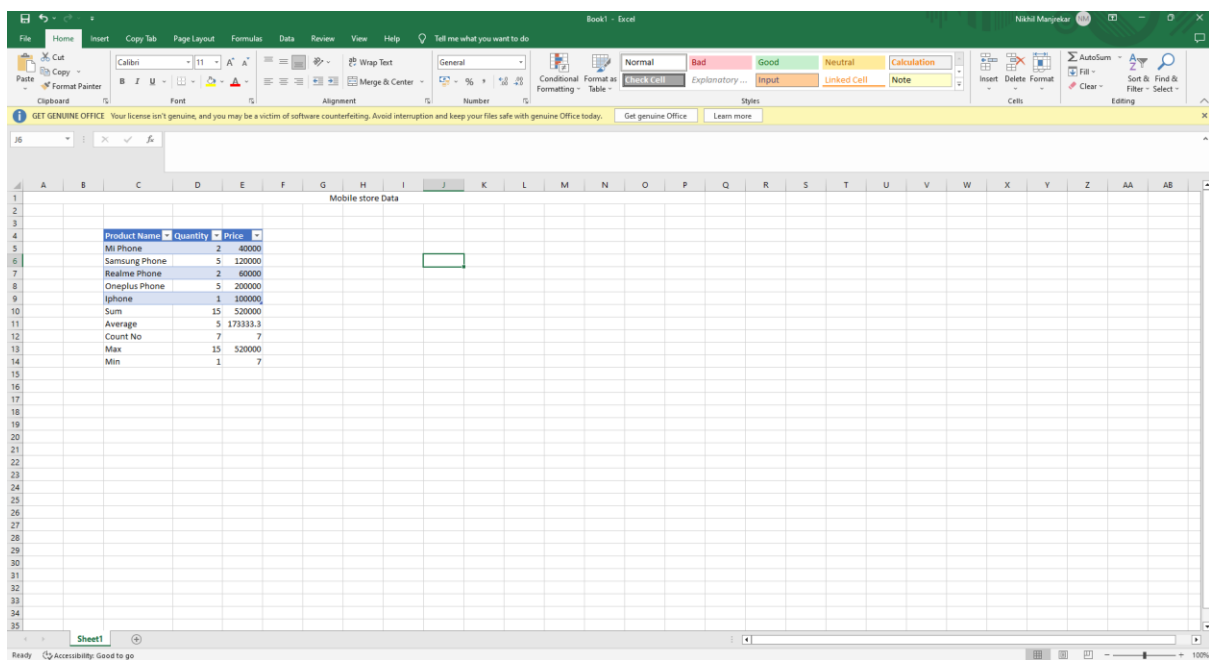
Select the columns on either side of the hidden columns. For example, if column B is hidden, select columns A and C.

Right-click on the selected columns, and a context menu will appear.

In the context menu, choose the "Unhide" option. The hidden column(s) will be revealed.

Alternatively, we can use a keyboard shortcut. For example, in Microsoft Excel, you can press the Ctrl + Shift + 0 (zero) keys to unhide the hidden columns.

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



## **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.
2. What are the different ways you can select columns and rows?
3. What is AutoFit and why do we use it?
4. How can you insert new rows and columns into the existing table?
5. How do you hide and unhide columns in excel?
6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.