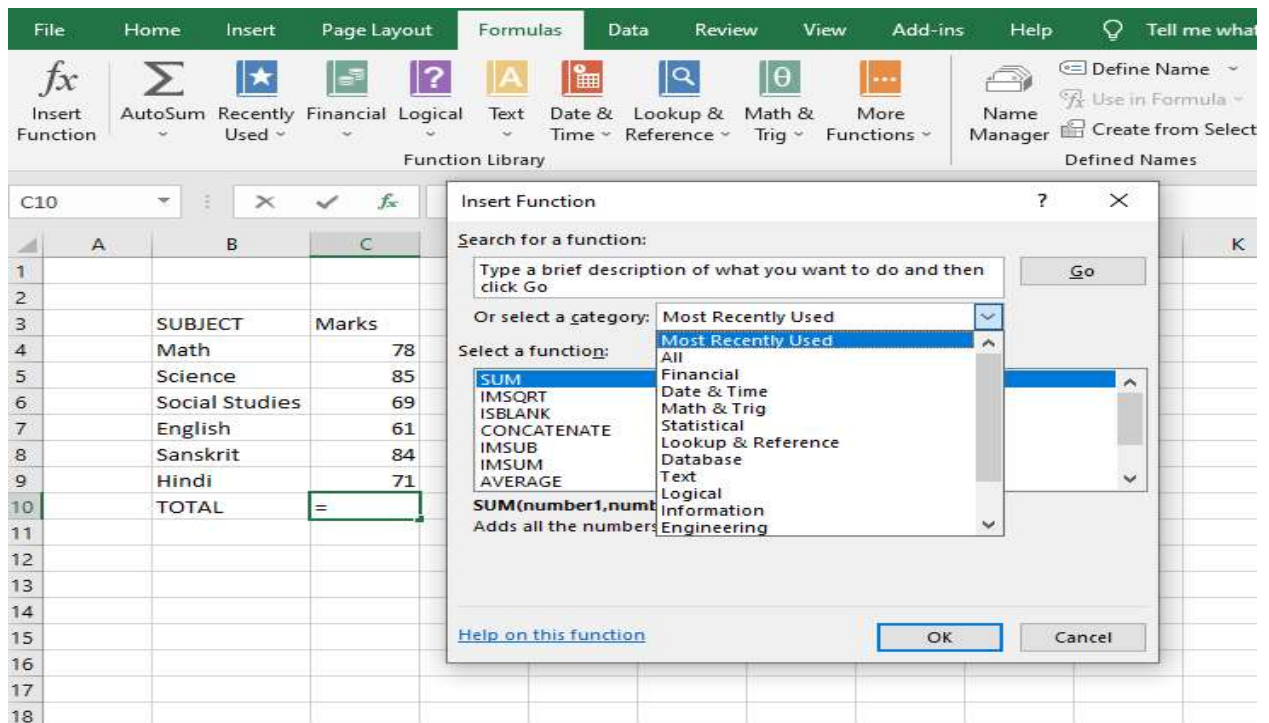


Excel Assignment - 07

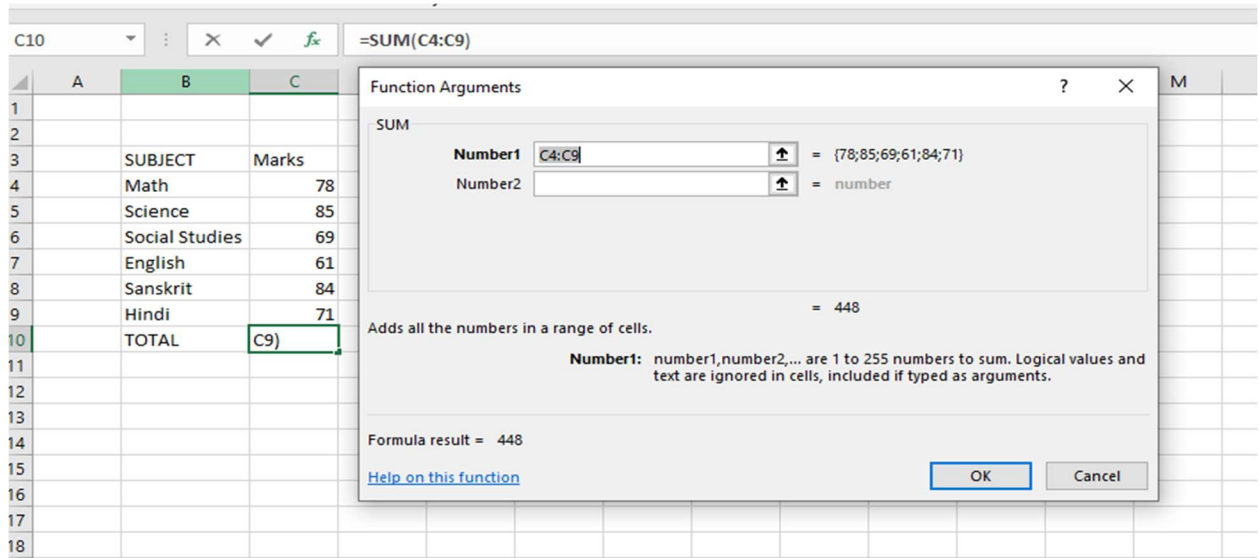
1. Using Insert Function, give examples of any function available in the different dropdowns present in the function library. For example AutoSum, Recently Used, Text, Date & Time, etc.

Ans:-

- Select the cell in which you want to use the insert function.
- Click Formulas > Insert Function > Most Recently Used (From Dropdown)



- Select Sum from Select a Function



- Click OK

	A	B	C	D	E	F
1						
2						
3		SUBJECT	Marks			
4		Math	78			
5		Science	85			
6		Social Studies	69			
7		English	61			
8		Sanskrit	84			
9		Hindi	71			
10		TOTAL	448			
11						
12						
13						
14						

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

Ans:-

- To select the column quickly, Press Ctrl+Space
- To select the column, drag the mouse to the column name. down side Arrow will be shown. Click it. The column will be selected.
- To select the Row Quickly, Press Shift+Space
- To select the row, drag the mouse to the Row number. Right side Arrow will be shown. Click it. The row will be selected.

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

Ans:-

AutoFit feature is used to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

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

Ans:-

- Select Cell around which you need to insert the row or column
- Click Home > Insert > Select what you want to insert

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

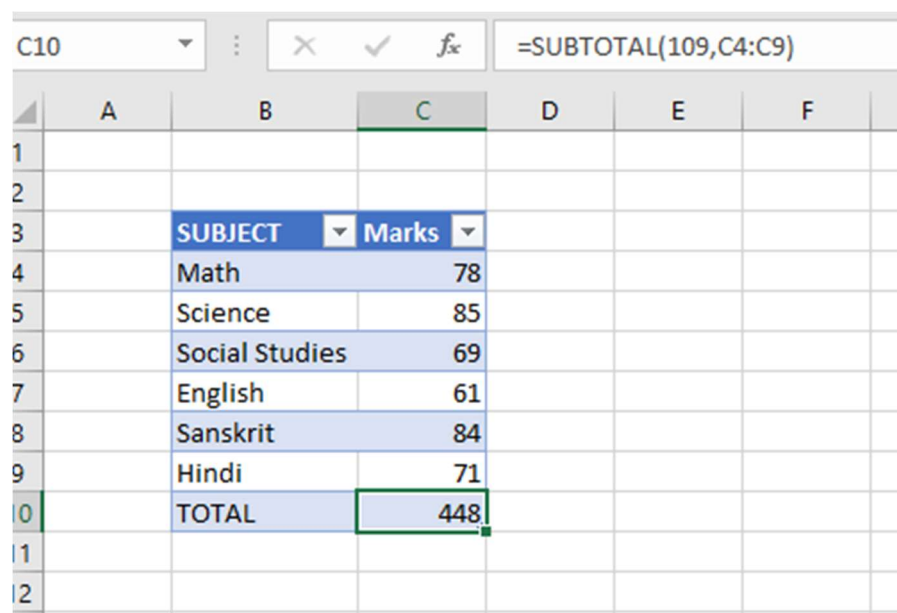
Ans:-

- Select Column which you need to hide
- Click Home > Format > Hide Unhide > Hide Columns / Unhide Columns

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

Ans:-

- SUM



The screenshot shows an Excel spreadsheet with a table of subjects and marks. The formula bar at the top displays the formula `=SUBTOTAL(109,C4:C9)`. The table has two columns: 'SUBJECT' and 'Marks'. The data rows are as follows:

	A	B	C	D	E	F
1						
2						
3		SUBJECT	Marks			
4		Math	78			
5		Science	85			
6		Social Studies	69			
7		English	61			
8		Sanskrit	84			
9		Hindi	71			
10		TOTAL	448			
11						
12						

- AVERAGE

C10								
	A	B	C	D	E	F	G	H
1								
2								
3		SUBJECT	Marks					
4		Math	78					
5		Science	85					
6		Social Studies	69					
7		English	61					
8		Sanskrit	84					
9		Hindi	71					
10		AVERAGE	74.66667					
11								
12								
13								

- COUNT NUMBERS

C10								
	A	B	C	D	E	F	G	H
1								
2								
3		SUBJECT	Marks					
4		Math	78					
5		Science	85					
6		Social Studies	69					
7		English	61					
8		Sanskrit	84					
9		Hindi	71					
10		COUNT NUMBERS	6					
11								
12								
13								

- MAXIMUM

C10						
	A	B	C	D	E	F
1						
2						
3		SUBJECT	Marks			
4		Math	78			
5		Science	85			
6		Social Studies	69			
7		English	61			
8		Sanskrit	84			
9		Hindi	71			
10		MAXIMUM	85			
11						
12						

- MINIMUM

C10						
	A	B	C	D	E	F
1						
2						
3		SUBJECT	Marks			
4		Math	78			
5		Science	85			
6		Social Studies	69			
7		English	61			
8		Sanskrit	84			
9		Hindi	71			
10		MINIMUM	61			
11						
12						
13						