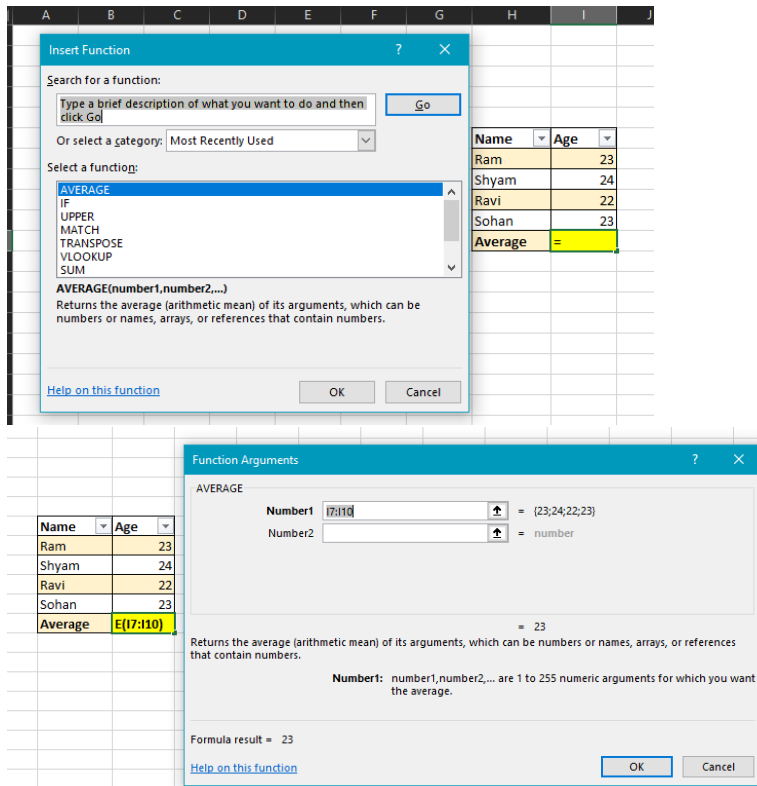


Excel Assignment - 7

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.

Sol: Press Shift+F3, then Select the Function, for e.g. Average



Finally Click Ok, You will get Average: 23.

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

Sol: For Columns : Ctrl+Spacebar , Ctrl+Shift+down/Up arrow key ,

For Rows: Shift+Spacebar , Ctrl+Shift+Right/Left arrow Key

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

Sol: It is designed 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?

Sol: Select the cell, click on insert then 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?

Sol: Right-click the selected columns, and then select Hide

Right-click the selected columns, and then select unhide

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

Sol:

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The formula bar displays the formula `=SUBTOTAL(102,O7:O10)`. The worksheet contains three tables, each with columns for Name and Age. The first table (rows 7-10) has a 'Sum' row with a value of 92. The second table (rows 7-10) has an 'Average' row with a value of 23. The third table (rows 7-10) has a 'Count' row with a value of 4. The 'AutoSum' button is visible in the 'Formulas' tab of the ribbon.

Name	Age
Ram	23
Shyam	24
Ravi	22
Sohan	23
Sum	92

Name	Age
Ram	23
Shyam	24
Ravi	22
Sohan	23
Average	23

Name	Age
Ram	23
Shyam	24
Ravi	22
Sohan	23
Count	4