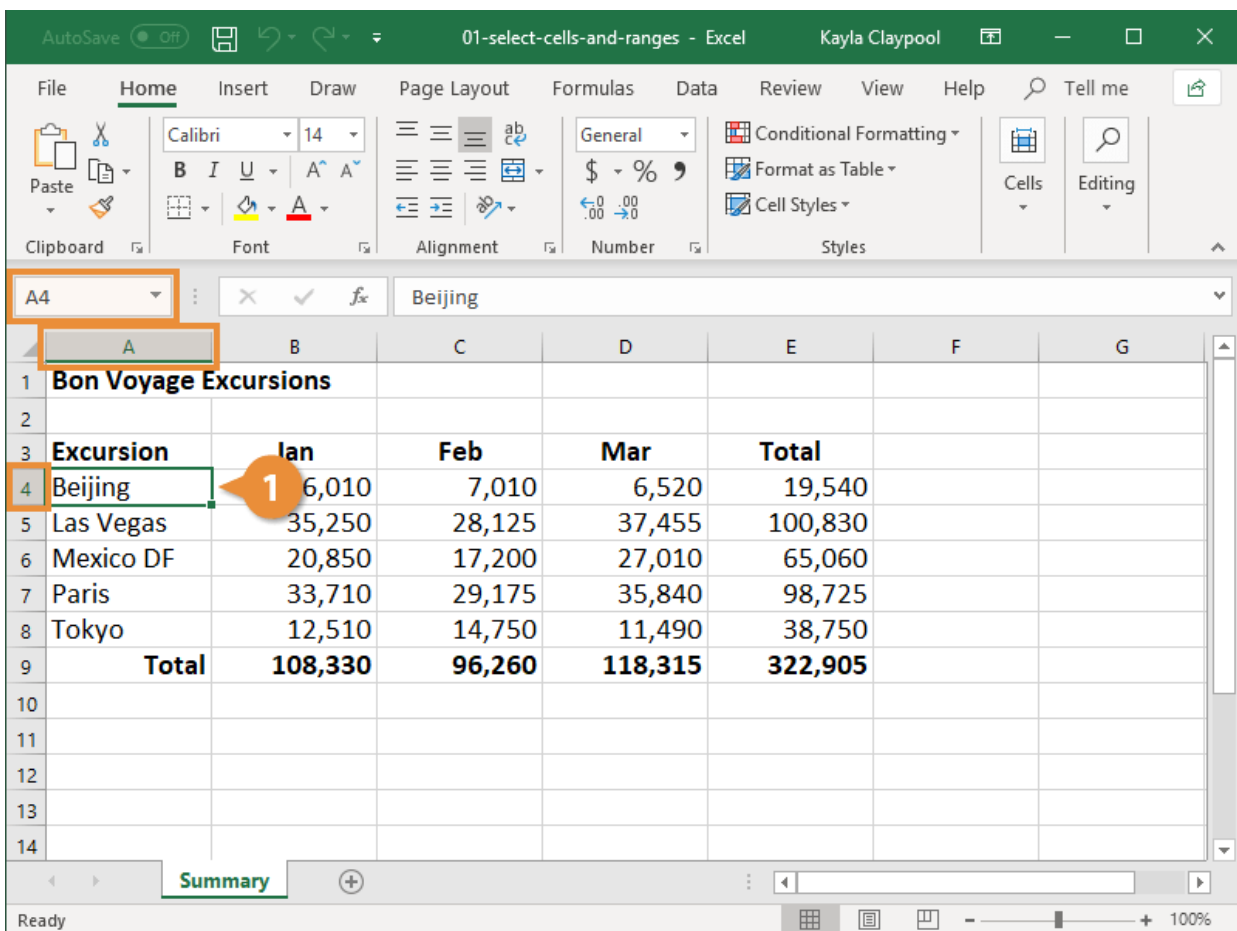


## Excel Assignment - 7

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?
  - Ans. Select the letter at the top to select the entire column. 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.
  - To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.



AutoSave OFF 01-select-cells-and-ranges - Excel Kayla Claypool

File Home Insert Draw Page Layout Formulas Data Review View Help Tell me

Clipboard Font Alignment Number Styles

Calibri 14 B I U A A

General \$ % .00 .00

Conditional Formatting Format as Table Cell Styles

Cells Editing

A4 Beijing

	A	B	C	D	E	F	G
1	<b>Bon Voyage Excursions</b>						
2							
3	<b>Excursion</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Total</b>		
4	Beijing	6,010	7,010	6,520	19,540		
5	Las Vegas	35,250	28,125	37,455	100,830		
6	Mexico DF	20,850	17,200	27,010	65,060		
7	Paris	33,710	29,175	35,840	98,725		
8	Tokyo	12,510	14,750	11,490	38,750		
9	<b>Total</b>	<b>108,330</b>	<b>96,260</b>	<b>118,315</b>	<b>322,905</b>		
10							
11							
12							
13							
14							

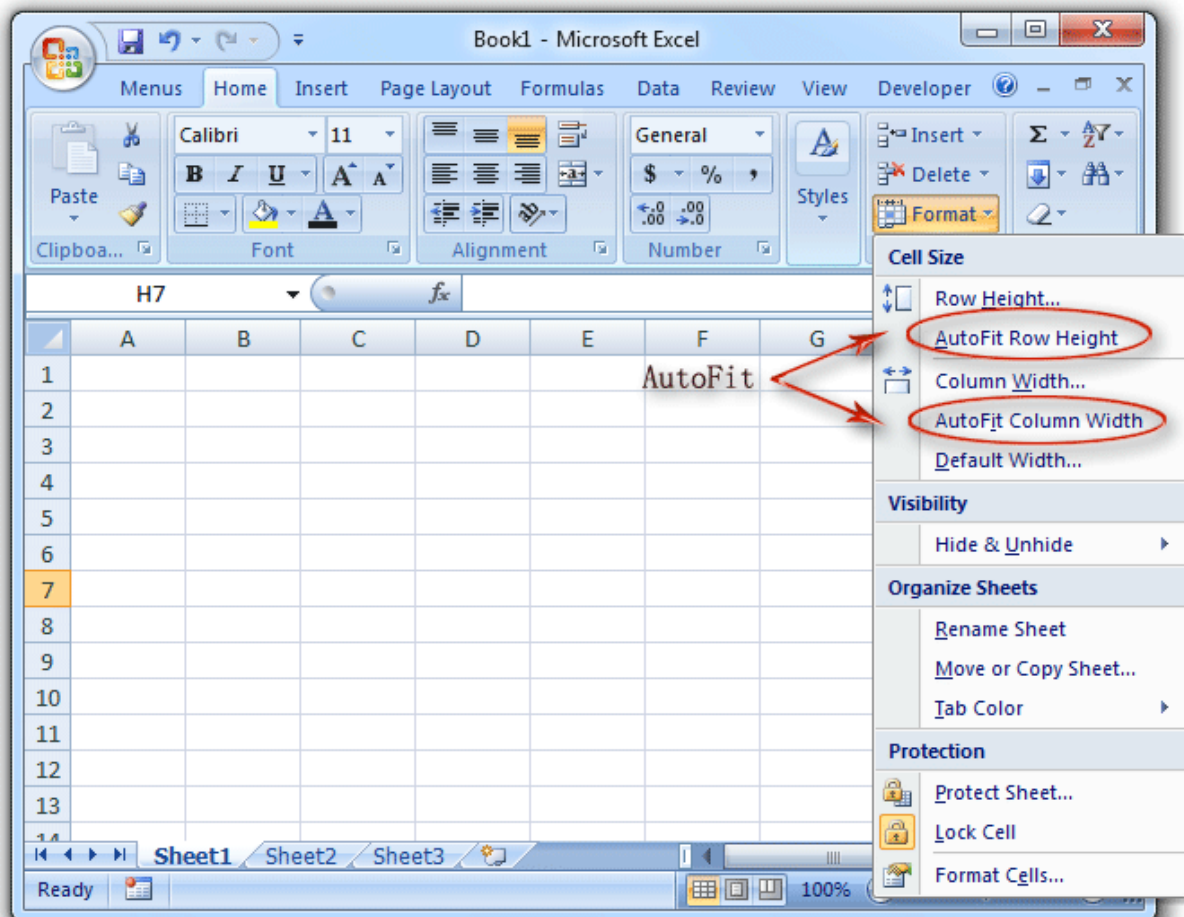
Summary

Ready

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

Ans. AutoFit :- Change the column width to automatically fit the contents (auto fit)

- Select the column or columns that you want to change.
- On the Home tab, in the Cells group, click Format.
- Under Cell Size, click AutoFit Column Width.

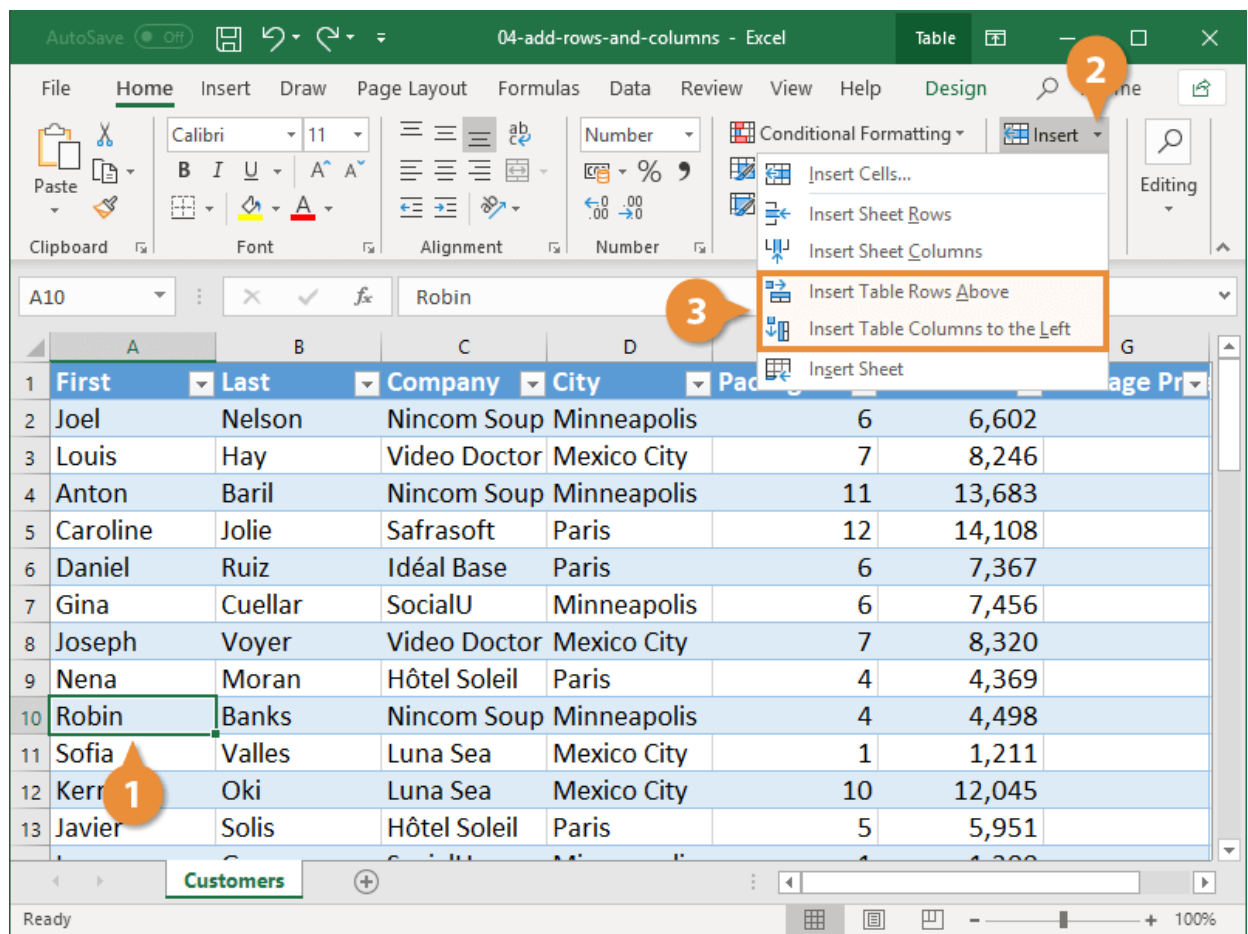


### 4. How can you insert new rows and columns into the existing table?

Ans. **Add a row or column**

Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).

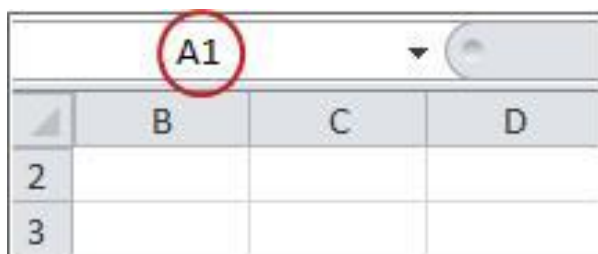
To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.



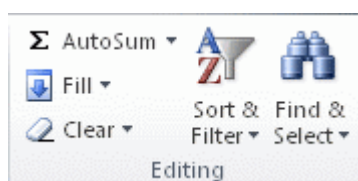
5. How do you hide and unhide columns in excel?

Ans. To select the first hidden row or column on the worksheet, do one of the following:

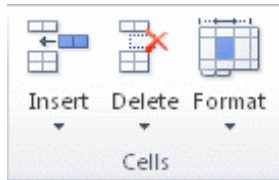
In the **Name Box** next to the formula bar, type **A1**, and then press ENTER.



On the Home tab, in the Editing group, click Find & Select, and then click Go To. In the Reference box, type A1, and then click OK.



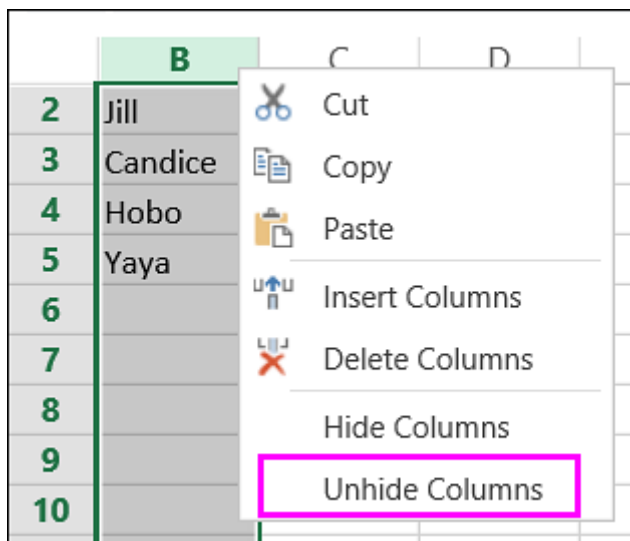
On the Home tab, in the Cells group, click Format.



Do one of the following:

- Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.
- Under Cell Size, click Row Height or Column Width, and then in the Row Height or Column Width box, type the value that you want to use for the row height or column width.

On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.



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

iNeuron