Assignment-7

iNeuron

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:- Here are some examples of functions from each of the categories in the function library:

1. AutoSum: SUM, AVERAGE, COUNT, MAX, MIN
2. Recently Used: the recently used functions will vary based on your usage, but it will show the most recent functions used.
3. Text: CONCATENATE, LEFT, RIGHT, LOWER, UPPER, TRIM
4. Date & Time: NOW, TODAY, YEAR, MONTH, DAY, HOUR, MINUTE, SECOND
5. Logical: IF, AND, OR, NOT
6. Financial: PV, FV, NPV, IRR
7. Information: ISNUMBER, ISTEXT, ISBLANK, ISERROR
8. Lookup & Reference: VLOOKUP, HLOOKUP, INDEX, MATCH
9. Math & Trigonometry: ABS, SQRT, SIN, COS, TAN, PI
10. Database: DSUM, DCOUNT, DAVERAGE, DMAX, DMIN

These are just some examples of the functions available in the different categories in the function library. There are many more functions available for various purposes, so feel free to explore the different categories and see what's available!

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

Ans:- There are several ways to select columns and rows in spreadsheet software like Microsoft Excel or Google Sheets:

1. Click and drag: To select a single column, click on the column letter at the top of the sheet. To select multiple columns, click on the first column letter, then drag to the right to include the desired columns. To select a single row, click on the row number at the left of the sheet. To select multiple rows, click on the first row number, then drag down to include the desired rows.

2. Shift + click: To select multiple adjacent columns or rows, click on the first column or row, then hold down the Shift key and click on the last column or row to be included. This will select all columns or rows in between.

3. Ctrl + click: To select multiple non-adjacent columns or rows, hold down the Ctrl key and click on each column or row to be included.

4. Select All: To select all columns or rows, click on the triangle at the top-left corner of the sheet (next to the row numbers and column letters). This will select all columns and rows in the sheet.

5. Right-click + Select: To select a row or column, right-click on the row or column number or letter and select "Select Row" or "Select Column" from the context menu.

These are the basic methods for selecting columns and rows in spreadsheet software. The exact steps may vary slightly depending on the specific software being used, but the basic concepts remain the same.

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

Ans:- AutoFit is a feature in spreadsheet software like Microsoft Excel or Google Sheets that adjusts the width or height of a column or row to fit the contents of its cells. It is used to make the spreadsheet easier to read and to ensure that all of the information in a column or row is visible without having to scroll.

AutoFit is particularly useful when working with columns or rows that contain long text strings, or when columns contain data with a wide range of widths. Without AutoFit, columns would have a fixed width, which could result in either too much white space or overlapping text. AutoFit automatically adjusts the width of columns to the minimum width required to display the content, making it easier to read the data in the spreadsheet.

To use AutoFit, simply select the columns or rows that you want to adjust, then double-click on the right border of a column or the bottom border of a row to automatically fit the content. You can also right-click on the selected columns or rows and select "AutoFit Column Width" or "AutoFit Row Height" from the context menu.

In conclusion, AutoFit is an important feature in spreadsheet software that makes it easier to read and manage data in the spreadsheet. It saves time and effort in adjusting the width or height of columns or rows manually, and helps ensure that all information is visible and legible.

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

Ans:- To insert new rows or columns into a table in spreadsheet software like Microsoft Excel or Google Sheets, you can follow these steps:

1. To insert a new row, right-click on a row number and select "Insert". This will insert a new blank row above the selected row.
2. To insert multiple rows, select the number of rows you want to insert by clicking on the first row number, holding down the Shift key, and clicking on the last row number. Right-click on the selected rows and select "Insert".
3. To insert a new column, right-click on a column letter and select "Insert". This will insert a new blank column to the left of the selected column.
4. To insert multiple columns, select the number of columns you want to insert by clicking on the first column letter, holding down the Shift key, and clicking on the last column letter. Right-click on the selected columns and select "Insert".

Note that inserting new rows or columns will shift the existing data to the right or down, respectively. You may need to adjust the width or height of the inserted columns or rows to fit your data. You can also use the AutoFit feature to automatically adjust the width or height of columns or rows to fit the contents of their cells.

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

<u>**Ans**</u>:- To hide and unhide columns in Microsoft Excel, you can follow these steps:

1. To hide a column, right-click on the column letter and select "Hide". This will hide the selected column and the data in it.
2. To hide multiple columns, select the columns you want to hide by clicking on the first column letter, holding down the Shift key, and clicking on the last column letter. Right-click on the selected columns and select "Hide".
3. To unhide a column, right-click on the column letter to the right of the hidden column and select "Unhide". This will unhide the next hidden column to the left.
4. To unhide multiple columns, select the column to the right of the first hidden column you want to unhide. Right-click on the selected column and select "Unhide". Repeat this step for each hidden column you want to unhide.

Note that hiding columns in Microsoft Excel can be a useful way to temporarily remove data from the spreadsheet while still retaining it for future use. Unhiding columns is a simple process that allows you to quickly restore the data when needed.

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

<u>**Ans**</u>:- To create a table in Microsoft Excel we can follow these steps:

1. Select the data range that you want to include in the table. This can be a single column or multiple columns and rows of data.
2. In Microsoft Excel, go to the "Insert" tab in the ribbon and click the "Table" button. In Google Sheets, go to the "Data" menu and select "Create a table".
3. In Microsoft Excel, the "Create Table" dialog box will appear. Select the range of cells that you want to include in the table, and make sure the "My table has headers" checkbox is selected if your data includes headers. In Google Sheets, the data range will be automatically detected and a table will be created with headers.

Once you have created a table, you can use the AutoSum command to quickly perform calculations on the data in the table.

To use the AutoSum command, follow these steps:

1. Select the cell where you want to display the calculation result.
2. In Microsoft Excel, go to the "Formulas" tab in the ribbon and click the "AutoSum" button. In Google Sheets, go to the "Formulas" menu and select "AutoSum".
3. The AutoSum command will automatically detect the range of cells that you want to include in the calculation and provide a list of functions that you can use, such as SUM, AVERAGE, COUNT, MIN, and MAX.
4. Select the function that you want to use, and the calculation will be performed on the selected range of cells. The result will be displayed in the selected cell.