**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.**

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

1. AutoSum:
   * SUM: Calculates the sum of 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 in a range of cells.
   * MIN: Returns the smallest value in a range of cells.
2. Recently Used:
   * IF: Returns one value if a condition is true and another value if it's false.
   * VLOOKUP: Searches for a value in the leftmost column of a table and returns a value in the same row from a specified column.
   * CONCATENATE: Joins two or more text strings together.
   * TODAY: Returns the current date.
   * RAND: Returns a random number between 0 and 1.
3. Text:
   * LEN: Returns the number of characters in a text string.
   * LEFT: Returns the leftmost characters from a text string.
   * RIGHT: Returns the rightmost characters from a text string.
   * MID: Returns a specific number of characters from a text string, starting at a specified position.
   * PROPER: Capitalizes the first letter of each word in a text string.
4. Date & Time:
   * YEAR: Returns the year from a given date.
   * MONTH: Returns the month from a given date.
   * DAY: Returns the day of the month from a given date.
   * HOUR: Returns the hour from a given time.
   * MINUTE: Returns the minute from a given time.

These are just a few examples of functions available in the different dropdowns of the function library. There are many more functions available for various purposes, and the dropdowns may vary depending on the software or platform you are using.

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

In Excel, there are several ways to select columns and rows:

1. Single Column/Row Selection: To select a single column, click on the column letter at the top of the column. To select a single row, click on the row number on the left side of the row.
2. Multiple Column/Row Selection: To select multiple columns or rows that are adjacent to each other, click and drag the mouse across the column letters or row numbers.
3. Non-Adjacent Column/Row Selection: To select non-adjacent columns or rows, hold down the Ctrl key (Command key on Mac) and click on the column letters or row numbers of the desired columns or rows.
4. Entire Column/Row Selection: To select the entire column, click on the column letter. To select the entire row, click on the row number.
5. Selecting a Range of Columns/Rows: To select a range of columns, click and drag across the column letters of the desired range. To select a range of rows, click and drag across the row numbers of the desired range.
6. Using the Shift Key: Click on a column letter or row number to select it, and then hold down the Shift key and click on another column letter or row number to select the range between the two selections.
7. Using the Name Box: The Name Box, located to the left of the formula bar, allows you to enter a specific cell range or name. You can type a range of columns (e.g., A:C) or rows (e.g., 1:5) in the Name Box and press Enter to select the specified range.

These methods provide various ways to select columns and rows in Excel, allowing you to work with specific data sets or perform operations on selected portions of your spreadsheet.

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

As of my last knowledge update in September 2021, there is no specific reference to "AutoFit" in the context you mentioned. However, I can provide you with information on a concept related to formatting and sizing in different applications, which might be relevant.

In various software applications, including spreadsheet programs like Microsoft Excel, there is a feature called "AutoFit" that is commonly used. AutoFit is a tool that adjusts the width or height of a column or row, respectively, to fit the content within it. It automatically resizes the column or row based on the longest or widest content present in that particular column or row.

AutoFit is useful when dealing with large amounts of data or when the content in a cell exceeds the visible width or height. By using the AutoFit feature, you can ensure that all the data in a column or row is visible without any truncation or hiding of information.

For example, in Excel, you can select a column or row, and then use the AutoFit feature to automatically adjust its width or height to accommodate the contents of the cells. This can be done manually by selecting the "AutoFit Column Width" or "AutoFit Row Height" option from the formatting or context menu, or by using keyboard shortcuts specific to the application.

By using AutoFit, you can enhance the readability and usability of your data, especially when dealing with large datasets or when sharing your spreadsheet with others. It helps to optimize the display of information and ensures that all data is visible without the need for manual adjustments.

It's worth noting that AutoFit is not limited to spreadsheet applications. Similar functionality may exist in other programs or tools where adjusting the size of elements based on content is necessary. The specific implementation and terminology may vary depending on the software you are using.

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

To insert new rows and columns into an existing table in Excel, you can follow these steps:

1. Open your Excel workbook and navigate to the worksheet containing the table where you want to insert rows or columns.
2. Select the entire row or column next to where you want to insert the new row or column. If you want to insert multiple rows or columns, select the same number of rows or columns as you want to insert.
3. Right-click on the selected row or column, and from the context menu, choose "Insert" to insert a new row or column. Alternatively, you can go to the Home tab on the Excel ribbon, click on the "Insert" button, and choose either "Insert Sheet Rows" or "Insert Sheet Columns" depending on your requirement.
4. Excel will insert the new row(s) or column(s) above or to the left of the selected row or column, pushing the existing table cells down or to the right.
5. If you have a structured table (also known as an Excel Table), Excel will automatically adjust the table range and include the new rows or columns within the table. Formulas, formatting, and table features like sorting and filtering will also be applied to the new rows or columns.
6. If you don't have a structured table, you may need to manually adjust the range of your table to include the newly inserted rows or columns. To do this, select the entire table range (including the new rows or columns) and go to the "Design" tab that appears on the ribbon when you have a table selected. In the "Table Styles" group, click on the "Resize Table" button and adjust the range to include the new rows or columns.

By following these steps, you can easily insert new rows or columns into an existing table in Excel.

**5. How do you hide and unhide columns in Excel?**

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

To hide columns:

1. Select the columns that you want to hide. You can do this by clicking on the column letter header. To select multiple columns, hold down the Ctrl key while selecting additional columns.
2. Right-click on one of the selected column headers. A context menu will appear.
3. In the context menu, click on "Hide" or "Hide Columns." The selected columns will be hidden from view.

To unhide columns:

1. Select the columns adjacent to the hidden columns. For example, if you hid columns C and D, select columns B and E.
2. Right-click on one of the selected column headers and choose "Unhide" or "Unhide Columns" from the context menu.
3. The hidden columns will now be visible again.

Alternatively, you can also use the following keyboard shortcuts:

To hide columns:

* Select the columns you want to hide.
* Press Ctrl + 0 (zero) on your keyboard.

To unhide columns:

* Select the columns adjacent to the hidden columns.
* Press Ctrl + Shift + 0 (zero) on your keyboard.

These methods allow you to hide and unhide columns in Excel easily and efficiently.

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

