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FSDA Batch 1

Excel Assignments

### **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.**

Using the Insert Function feature in Excel, you can access a wide range of functions from the different dropdowns in the function library. Some examples of functions available in these dropdowns include:

- AutoSum: A function that calculates the sum of a range of cells.
- Recently Used: A list of the most recently used functions.
- Text: A category of functions for working with text, such as CONCATENATE for combining text from multiple cells, or LEFT for extracting a certain number of characters from the left side of a cell.
- Date & Time: A category of functions for working with dates and times, such as TODAY for inserting the current date, or NETWORKDAYS for calculating the number of working days between two dates.

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

There are several ways to select columns and rows in Excel:

- To select a single column, you can click the column letter at the top of the worksheet.
- To select multiple columns, you can click and drag your mouse over the column letters of the columns you want to select.
- To select a single row, you can click the row number on the left side of the worksheet.
- To select multiple rows, you can click and drag your mouse over the row numbers of the rows you want to select

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

AutoFit is a feature in Excel that automatically adjusts the width or height of a column or row to fit the contents of the cells. We use AutoFit to make sure that the contents of cells are fully visible and to make the worksheet more readable.

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

To insert new rows or columns into an existing table in Excel, follow these steps: 1. Right-click on the row or column where you want to insert the new rows or columns. 2. Select the Insert option from the context menu. 3. Choose whether you want to insert rows or columns

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

To hide columns in Excel, follow these steps:

1. Select the columns you want to hide.
2. Right-click on the selection and choose the Hide option from the context menu.

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

To create a table and use the AutoSum function in Excel, follow these steps:

1. Select the cells where you want to create the table.
2. Go to the Insert tab and click the Table button.
3. In the Create Table dialog, select the range of cells you want to include in the table and click OK.
4. In the table, select the cell where you want to insert the sum.
5. Go to the Home tab and click the AutoSum button in the Editing group.
6. Excel will automatically select a range of cells to sum and insert the SUM function in the selected cell. You can then press Enter to calculate the sum