Advance 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.

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

1. AutoSum: This is a commonly used function that automatically adds up a range of numbers in a column or row. It is available in the "AutoSum" dropdown in the "Function Library" tab.
2. IF: This function checks if a specified condition is true or false and returns a value accordingly. It is available in the "Logical" dropdown in the "Function Library" tab.
3. COUNT: This function counts the number of cells in a range that contain numeric values. It is available in the "Statistical" dropdown in the "Function Library" tab.
4. CONCATENATE: This function combines two or more text strings into one. It is available in the "Text" dropdown in the "Function Library" tab.
5. TODAY: This function returns the current date. It is available in the "Date & Time" dropdown in the "Function Library" tab.
6. VLOOKUP: This function looks up a value in a table and returns a corresponding value from the same row. It is available in the "Lookup & Reference" dropdown in the "Function Library" tab.
7. MAX: This function returns the largest value in a range of cells. It is available in the "Statistical" dropdown in the "Function Library" tab.
8. NETWORKDAYS: This function calculates the number of working days between two dates. It is available in the "Date & Time" dropdown in the "Function Library" tab.
9. AVERAGEIF: This function calculates the average of a range of cells that meet a certain criterion. It is available in the "Math & Trig" dropdown in the "Function Library" tab.
10. PMT: This function calculates the payment amount for a loan based on constant payments and a constant interest rate. It is available in the "Financial" dropdown in the "Function Library" tab.

Note: The dropdown options available in the "Function Library" tab may vary slightly depending on the version of Excel being used.

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

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

1. Click on the row or column header to select the entire row or column.
2. Click and drag the mouse over multiple row or column headers to select multiple rows or columns.
3. Use the Shift key and arrow keys to select contiguous rows or columns.
4. Use the Ctrl key and click on individual row or column headers to select non-contiguous rows or columns.
5. Use the Name Box to select a specific row or column by typing its reference (e.g. "A1" for the first cell in column A).
6. Use the Go To command (Ctrl + G) to select a range of cells, rows or columns based on specific criteria.

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

AutoFit is a feature in Excel that allows you to automatically adjust the width of a column or the height of a row to fit the contents of the cells. This can be useful when you have a lot of text in a cell or when you want to make your worksheet more presentable. AutoFit helps to improve the readability and clarity of the data in your worksheet.

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, follow these steps:

1. Select the entire row or column next to where you want to insert the new row or column. For example, if you want to insert a new column between columns B and C, select column C by clicking on the column letter at the top.
2. Right-click on the selected row or column and choose "Insert" from the context menu.
3. Excel will insert a new row or column to the left of the selected row or above the selected column.
4. If you have a table in your worksheet, the new row or column will automatically be added to the table and will inherit the formatting and formulas of the adjacent rows or columns.

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

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

To hide a column:

1. Select the column(s) you want to hide by clicking on the column letter(s) at the top of the sheet.
2. Right-click on the selected column(s).
3. Click on "Hide" in the context menu that appears.
4. The selected column(s) will now be hidden from view.

To unhide a column:

1. Select the columns adjacent to the hidden column(s) by clicking on the column letters at the top of the sheet.
2. Right-click on the selected columns.
3. Click on "Unhide" in the context menu that appears.
4. The hidden column(s) will now be visible again.

If you're not sure which column(s) are hidden, you can use the following steps to unhide all hidden columns:

1. Select the entire worksheet by clicking on the "Select All" button in the top-left corner of the sheet (or by pressing Ctrl+A).
2. Right-click on any column header and click on "Unhide" in the context menu that appears.
3. All hidden columns will now be visible again.

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

As an AI language model, I don't have access to a visual interface to create a table within a worksheet. However, I can provide you with an example of using different functions available in the AutoSum command:

Suppose you have a table with sales data for different months, and you want to calculate the total sales for each quarter using the AutoSum command. You can follow these steps:

1. Select the cell where you want to show the total for Q1.
2. Click on the AutoSum button in the Editing group of the Home tab.
3. Excel will automatically select the range of cells above the active cell.
4. Press Enter to apply the formula and get the total sales for Q1.
5. Repeat the process for Q2, Q3, and Q4 by selecting the appropriate range of cells for each quarter.

Alternatively, you can use the SUM function to achieve the same result:

1. Select the cell where you want to show the total for Q1.
2. Type =SUM(B2:D2) where B2:D2 is the range of cells for Q1.
3. Press Enter to apply the formula and get the total sales for Q1.
4. Repeat the process for Q2, Q3, and Q4 by changing the range of cells for each quarter.