



Excel Assignment – 7

1. Using insert functions, give example of any function available in the different dropdowns present in the function library. For example AutoSum, recently used Text, Date and Time ?

1. Select the cell
2. Click the formulas tab then select insert function command.
3. Insert dialog box will appear.
4. Type a description (text, date and time) and then click go.
5. Review the function (text, date and time) click ok
6. The Function Arguments dialog box will appear. Insert the cursor in the first field, then enter or select the cell(s) you want.
7. Click okay

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

- 1) Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.
- 2) Select the row number to select the entire row.
- 3) To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height. AutoFit Column Width - changes the column width to hold the largest value in the column

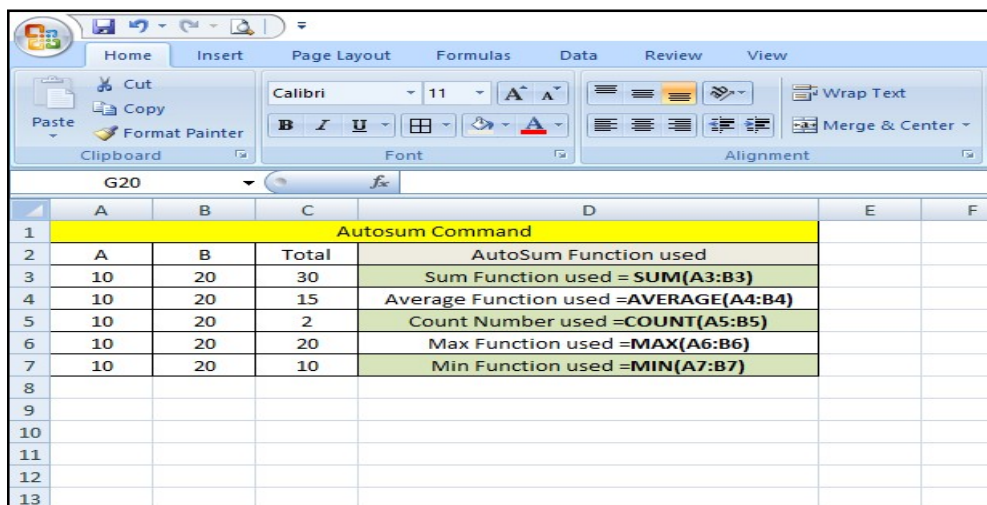
4. How can you insert new rows and columns into the existing table?

To insert a row, pick a cell or row that's not the header row, and right-click. To insert a column, pick any cell in the table and right-click. Point to Insert, and pick Table Rows Above to insert a new row, or Table Columns to the Left to insert a new column.

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

On the Home tab, in the cells group, click format, 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?



The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes the Clipboard group (Paste, Cut, Copy, Format Painter), the Font group (Calibri, 11, Bold, Italic, Underline, Text Color, Background Color), and the Alignment group (Wrap Text, Merge & Center). The worksheet displays a table starting at row 1, column A. The table has 4 columns: A, B, C, and D. Row 1 is the header row with a yellow background. Row 2 is the first data row. Rows 3 through 7 contain data and formulas. Rows 8 through 13 are empty.

	A	B	C	D	E	F
1	Autosum Command					
2	A	B	Total	AutoSum Function used		
3	10	20	30	Sum Function used =SUM(A3:B3)		
4	10	20	15	Average Function used =AVERAGE(A4:B4)		
5	10	20	2	Count Number used =COUNT(A5:B5)		
6	10	20	20	Max Function used =MAX(A6:B6)		
7	10	20	10	Min Function used =MIN(A7:B7)		
8						
9						
10						
11						
12						
13						