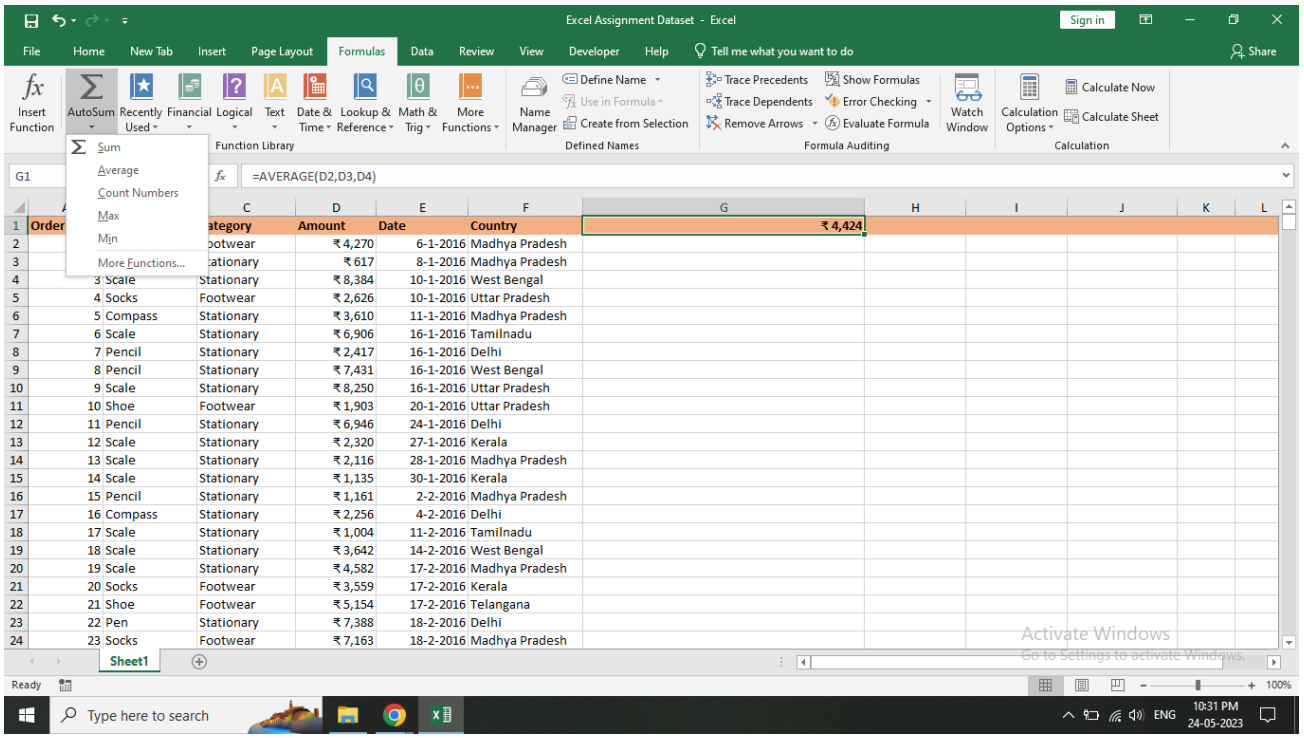
Excel Assignment - 7

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.

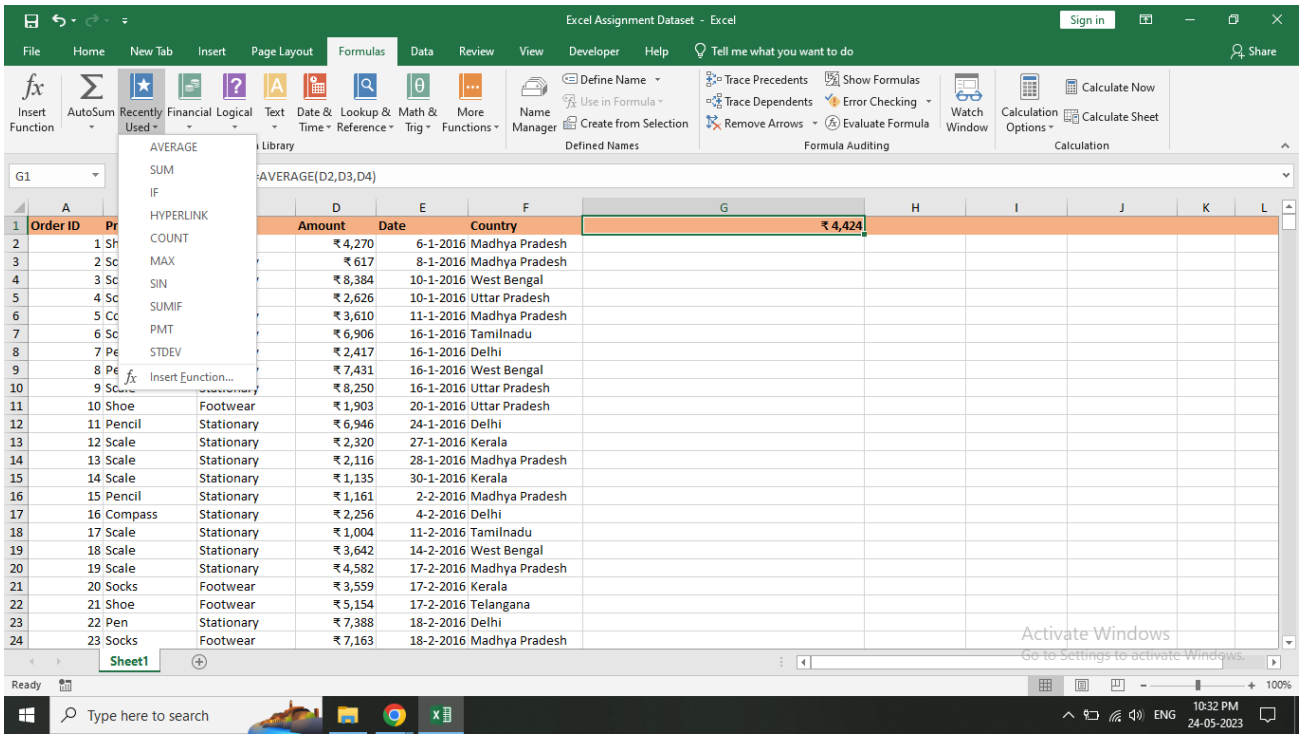
Ans- There are numerous functions available under Insert Function Command in Formulas Tab.

a)AutoSum Function- contains Sum, average, max, min, count, average etc.

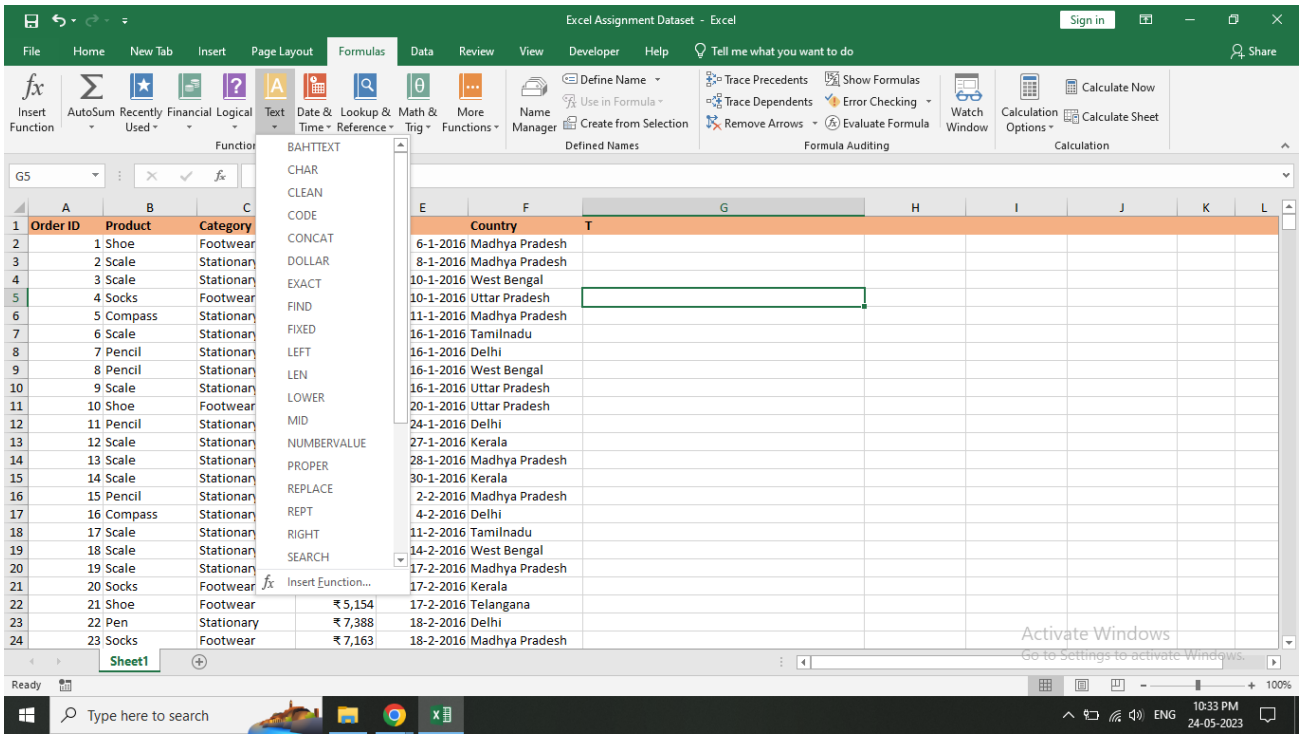


Order		Category	Amount	Date	Country
		ootwear	₹4,270	6-1-2016	Madhya Pradesh
		tationary	₹617	8-1-2016	Madhya Pradesh
	3	Scale	Stationary	₹8,384	10-1-2016	West Bengal
	4	Socks	Footwear	₹2,626	10-1-2016	Uttar Pradesh
	5	Compass	Stationary	₹3,610	11-1-2016	Madhya Pradesh
	6	Scale	Stationary	₹6,906	16-1-2016	Tamilnadu
	7	Pencil	Stationary	₹2,417	16-1-2016	Delhi
	8	Pencil	Stationary	₹7,431	16-1-2016	West Bengal
	9	Scale	Stationary	₹8,250	16-1-2016	Uttar Pradesh
	10	Shoe	Footwear	₹1,903	20-1-2016	Uttar Pradesh
	11	Pencil	Stationary	₹6,946	24-1-2016	Delhi
	12	Scale	Stationary	₹2,320	27-1-2016	Kerala
	13	Scale	Stationary	₹2,116	28-1-2016	Madhya Pradesh
	14	Scale	Stationary	₹1,135	30-1-2016	Kerala
	15	Pencil	Stationary	₹1,161	2-2-2016	Madhya Pradesh
	16	Compass	Stationary	₹2,256	4-2-2016	Delhi
	17	Scale	Stationary	₹1,004	11-2-2016	Tamilnadu
	18	Scale	Stationary	₹3,642	14-2-2016	West Bengal
	19	Scale	Stationary	₹4,582	17-2-2016	Madhya Pradesh
	20	Socks	Footwear	₹3,559	17-2-2016	Kerala
	21	Shoe	Footwear	₹5,154	17-2-2016	Telangana
	22	Pen	Stationary	₹7,388	18-2-2016	Delhi
	23	Socks	Footwear	₹7,163	18-2-2016	Madhya Pradesh

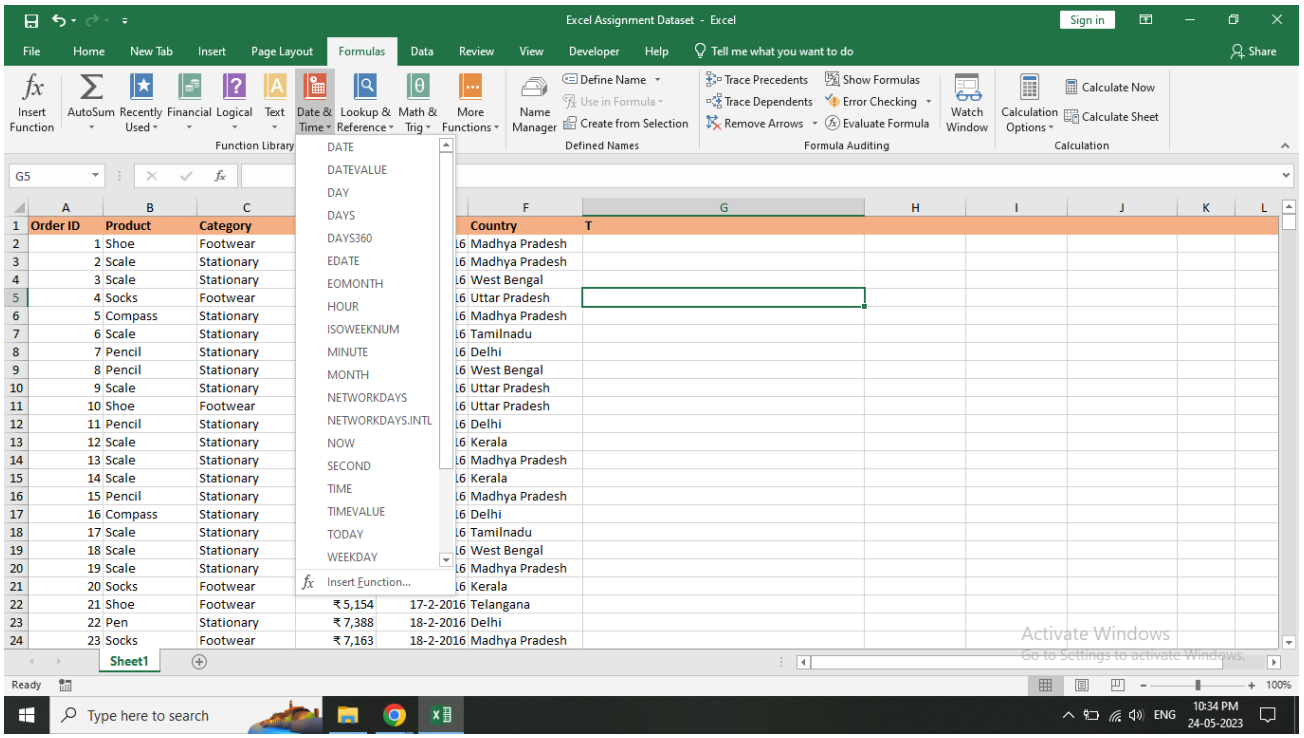
b)Recently Used- contains average, sum, max etc.



c)Text function- contains Find, Left, Lower etc.



d)Date and Time Function- contains day, date, hour , minute etc.



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

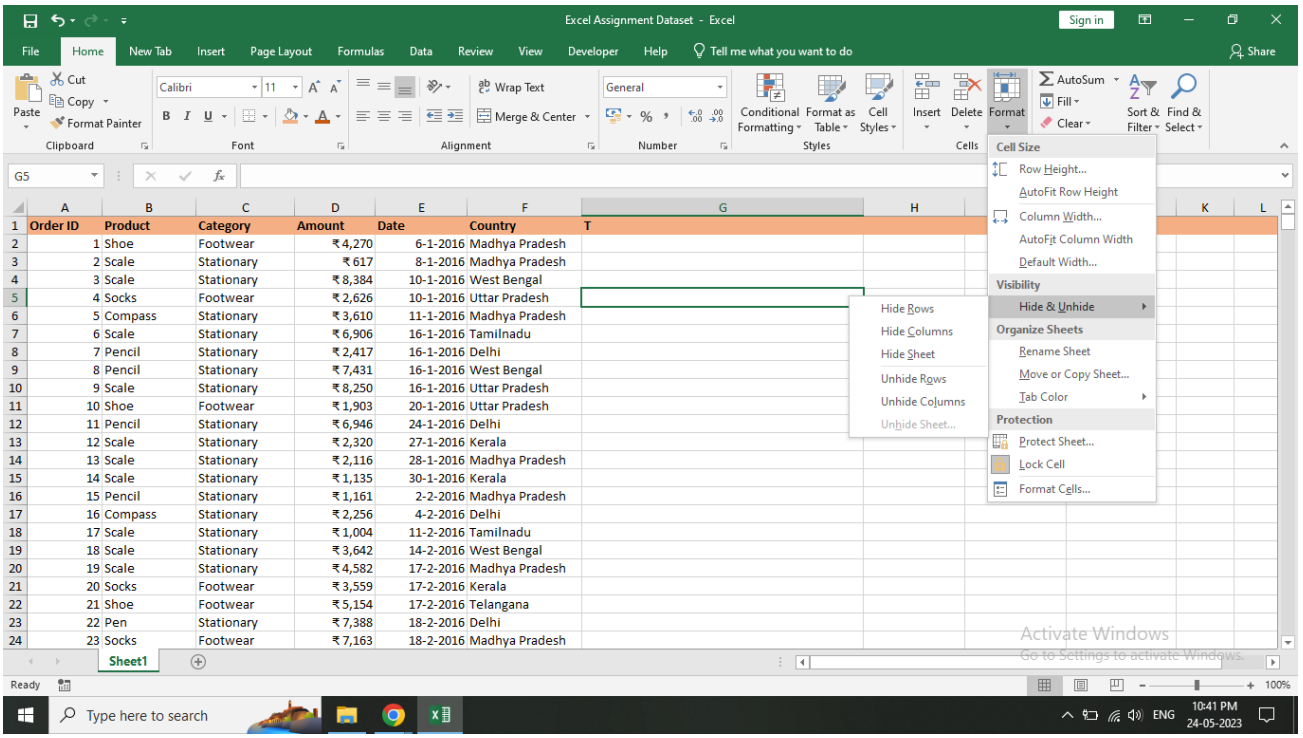
Ans- There are numerous ways to select rows and columns

a)Click on column header>Click on “A” header

b)Click and drag across column headers

c)Select entire column and rows through Home tab>Cells

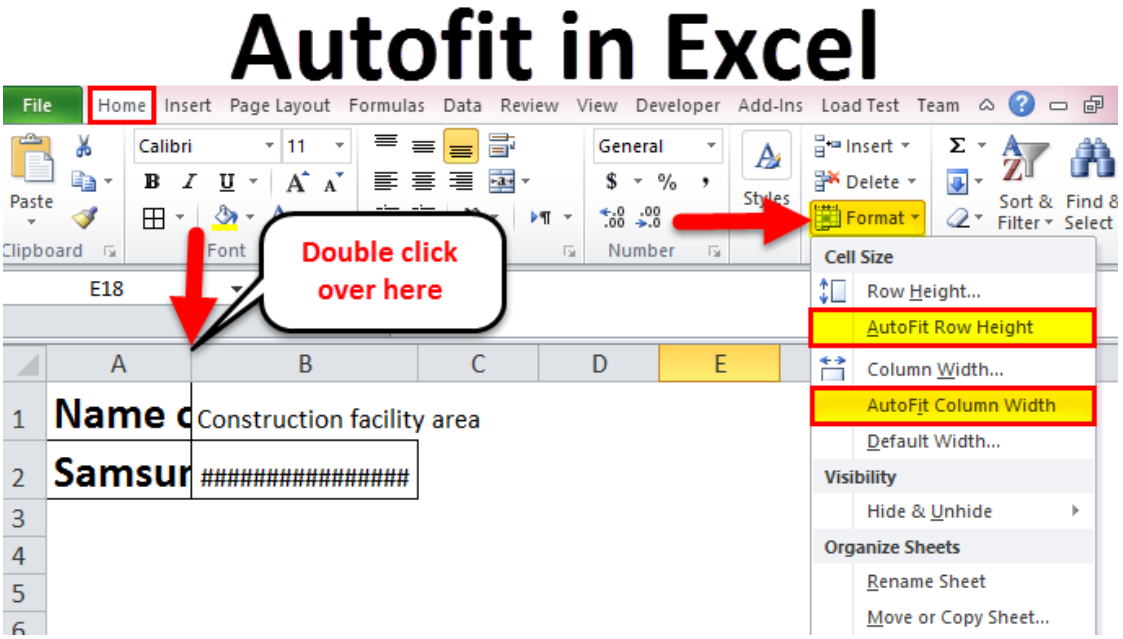
group>Format>Hide and unhide option



	A	B	C	D	E	F	G	H	I	J	K	L
1	Order ID	Product	Category	Amount	Date	Country	T					
2	1	Shoe	Footwear	₹4,270	6-1-2016	Madhya Pradesh						
3	2	Scale	Stationary	₹617	8-1-2016	Madhya Pradesh						
4	3	Scale	Stationary	₹8,384	10-1-2016	West Bengal						
5	4	Socks	Footwear	₹2,626	10-1-2016	Uttar Pradesh						
6	5	Compass	Stationary	₹3,610	11-1-2016	Madhya Pradesh						
7	6	Scale	Stationary	₹6,906	16-1-2016	Tamilnadu						
8	7	Pencil	Stationary	₹2,417	16-1-2016	Delhi						
9	8	Pencil	Stationary	₹7,431	16-1-2016	West Bengal						
10	9	Scale	Stationary	₹8,250	16-1-2016	Uttar Pradesh						
11	10	Shoe	Footwear	₹1,903	20-1-2016	Uttar Pradesh						
12	11	Pencil	Stationary	₹6,946	24-1-2016	Delhi						
13	12	Scale	Stationary	₹2,320	27-1-2016	Kerala						
14	13	Scale	Stationary	₹2,116	28-1-2016	Madhya Pradesh						
15	14	Scale	Stationary	₹1,135	30-1-2016	Kerala						
16	15	Pencil	Stationary	₹1,161	2-2-2016	Madhya Pradesh						
17	16	Compass	Stationary	₹2,256	4-2-2016	Delhi						
18	17	Scale	Stationary	₹1,004	11-2-2016	Tamilnadu						
19	18	Scale	Stationary	₹3,642	14-2-2016	West Bengal						
20	19	Scale	Stationary	₹4,582	17-2-2016	Madhya Pradesh						
21	20	Socks	Footwear	₹3,559	17-2-2016	Kerala						
22	21	Shoe	Footwear	₹5,154	17-2-2016	Telangana						
23	22	Pen	Stationary	₹7,388	18-2-2016	Delhi						
24	23	Socks	Footwear	₹7,163	18-2-2016	Madhya Pradesh						

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

Ans- AutoFit is a feature in excel which adjusts width of column to adjust content of column within them.



Usage of AutoFit

a)Formatting Consistency- through proper arrangement of text inside cells

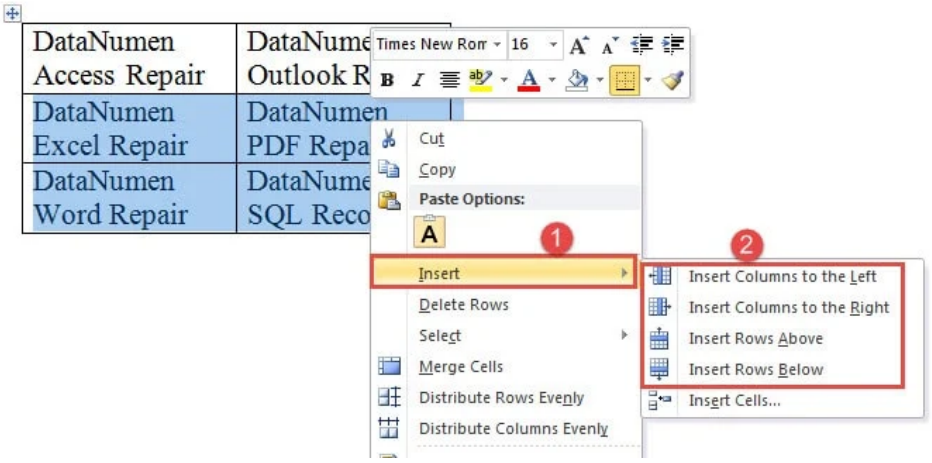
b)Enhance Readability- through proper visibility of text within cells

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

Ans- New rows and columns into existing table can be inserted through below steps

a)Select a cell>Right click on selected cell>Insert option>Insert rows

b)Select a cell>Right click on selected cell>Insert option>Insert column



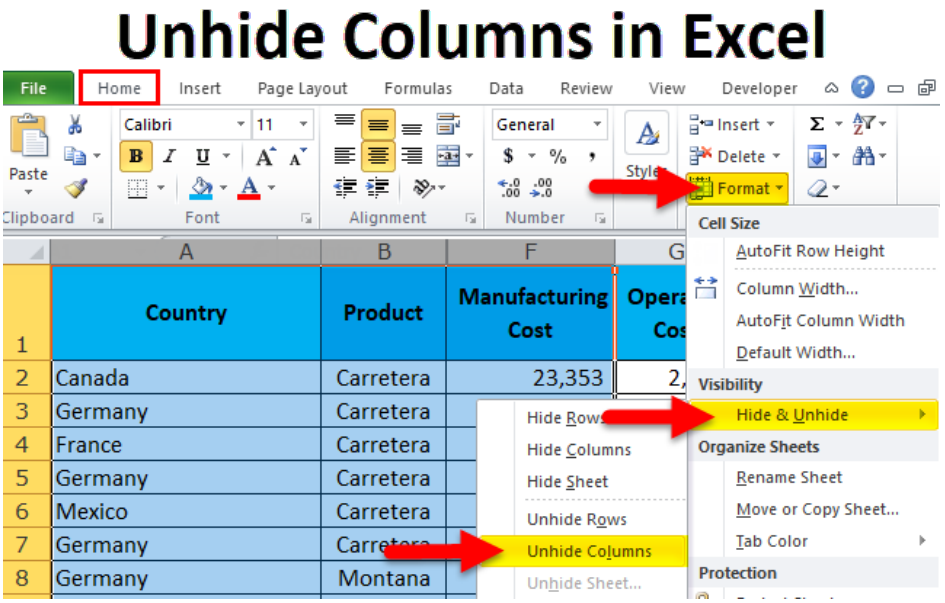
5. How do you hide and unhide columns in excel?

Ans- Steps for hiding a column

>Select column>Right click>Choose Hide

<u>Steps to unhide a column</u>

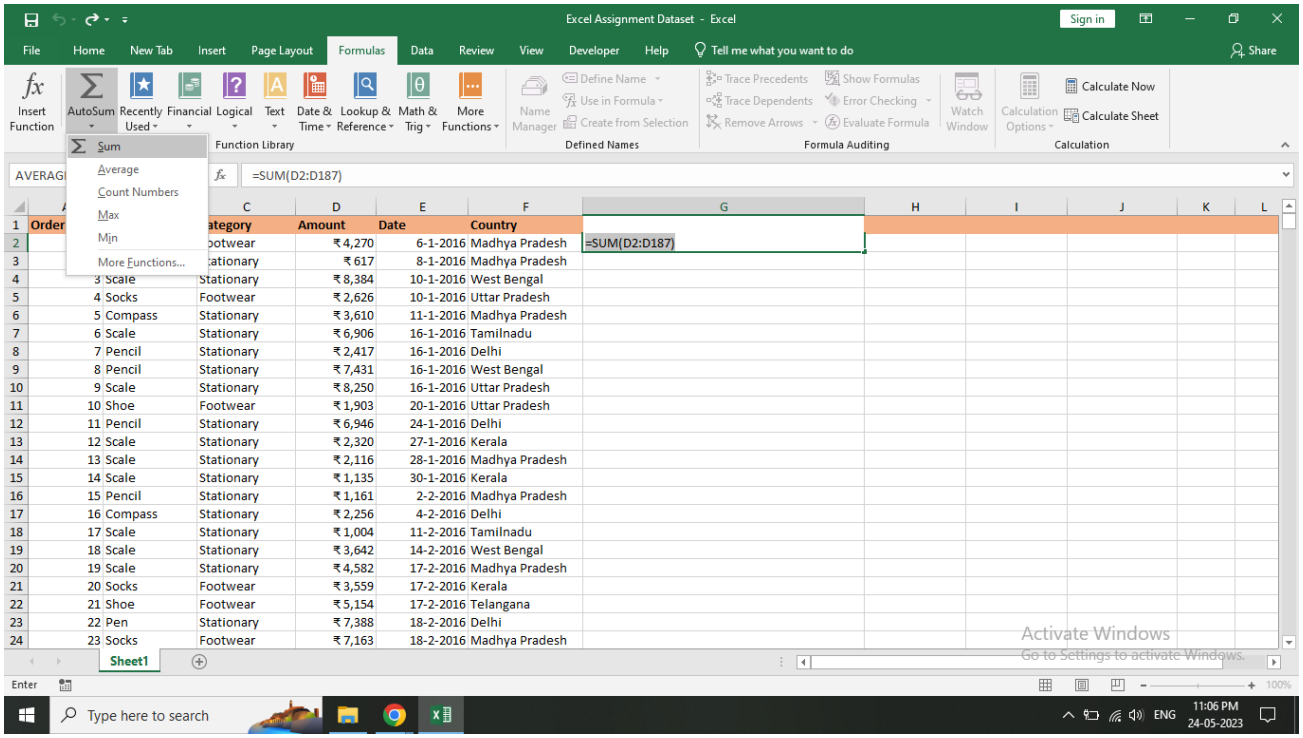
≥Select adjacent cell of hidden cell>Right Click>Unhide option



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

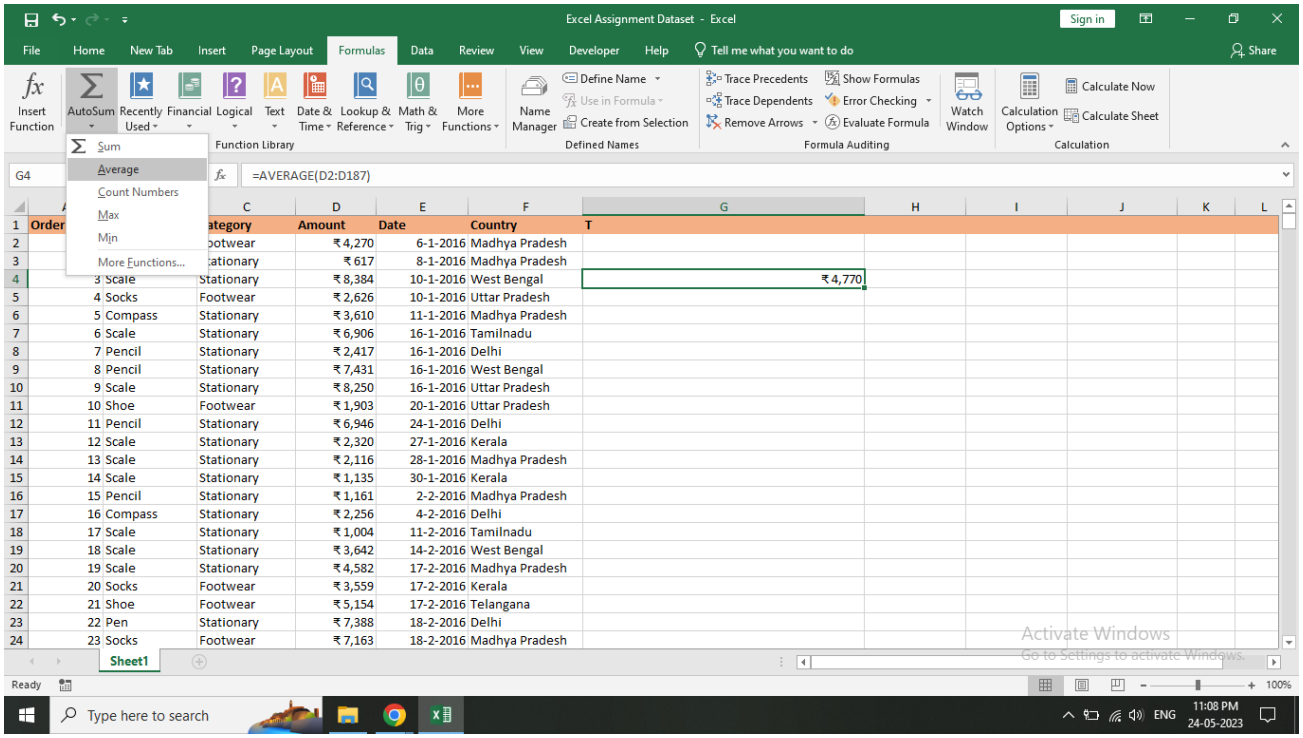
Ans- AutoSum command is available under Formulas Tab and allows to perform various calculation easily

a)Sum Function



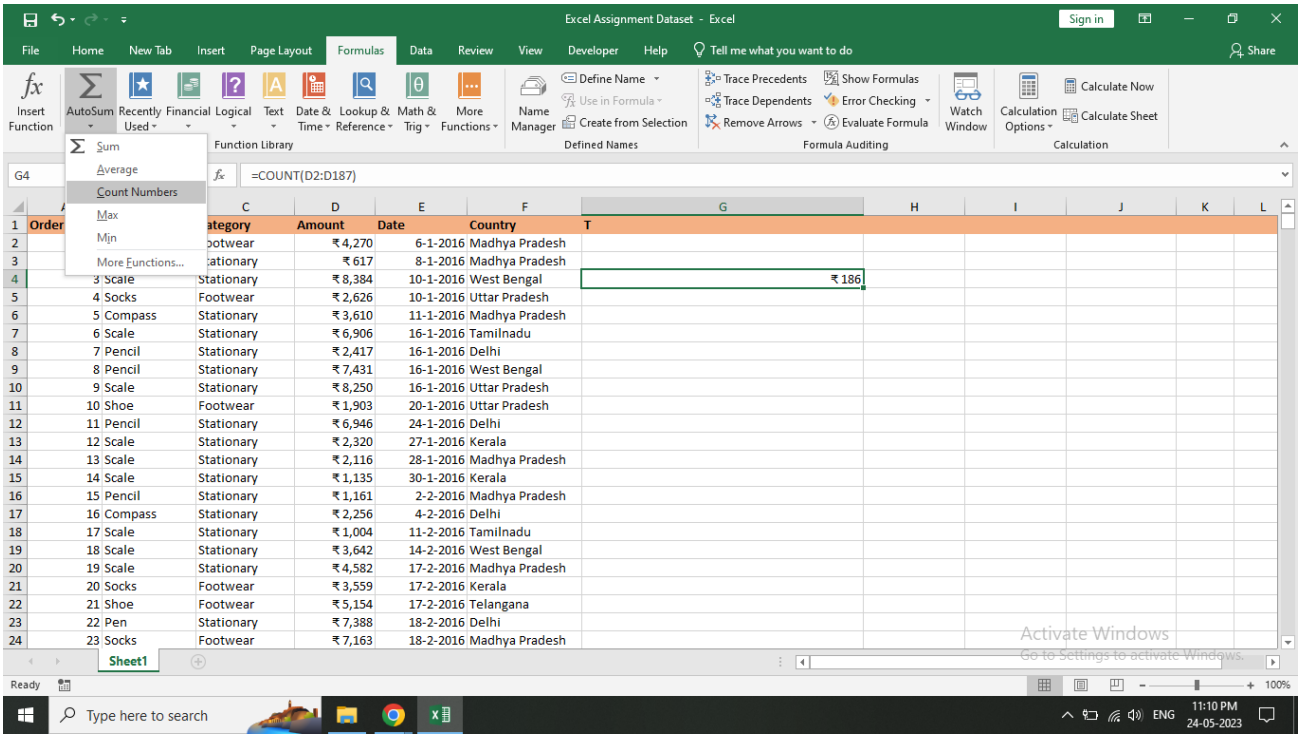
Order		Category	Amount	Date	Country
2		ootwear	₹4,270	6-1-2016	Madhya Pradesh
3		tationary	₹617	8-1-2016	Madhya Pradesh
4	3	Scale	Stationary	₹8,384	10-1-2016	West Bengal
5	4	Socks	Footwear	₹2,626	10-1-2016	Uttar Pradesh
6	5	Compass	Stationary	₹3,610	11-1-2016	Madhya Pradesh
7	6	Scale	Stationary	₹6,906	16-1-2016	Tamilnadu
8	7	Pencil	Stationary	₹2,417	16-1-2016	Delhi
9	8	Pencil	Stationary	₹7,431	16-1-2016	West Bengal
10	9	Scale	Stationary	₹8,250	16-1-2016	Uttar Pradesh
11	10	Shoe	Footwear	₹1,903	20-1-2016	Uttar Pradesh
12	11	Pencil	Stationary	₹6,946	24-1-2016	Delhi
13	12	Scale	Stationary	₹2,320	27-1-2016	Kerala
14	13	Scale	Stationary	₹2,116	28-1-2016	Madhya Pradesh
15	14	Scale	Stationary	₹1,135	30-1-2016	Kerala
16	15	Pencil	Stationary	₹1,161	2-2-2016	Madhya Pradesh
17	16	Compass	Stationary	₹2,256	4-2-2016	Delhi
18	17	Scale	Stationary	₹1,004	11-2-2016	Tamilnadu
19	18	Scale	Stationary	₹3,642	14-2-2016	West Bengal
20	19	Scale	Stationary	₹4,582	17-2-2016	Madhya Pradesh
21	20	Socks	Footwear	₹3,559	17-2-2016	Kerala
22	21	Shoe	Footwear	₹5,154	17-2-2016	Telangana
23	22	Pen	Stationary	₹7,388	18-2-2016	Delhi
24	23	Socks	Footwear	₹7,163	18-2-2016	Madhya Pradesh

b) Average Function

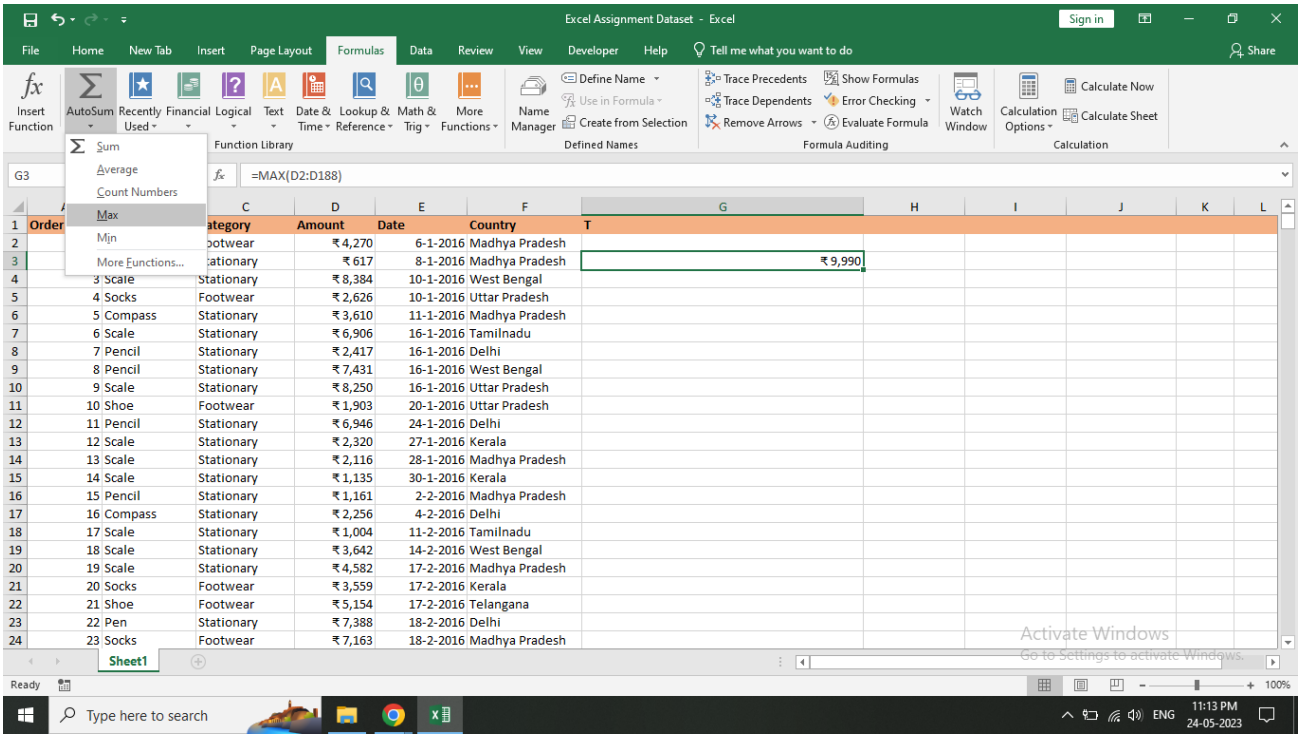


	Order		Category	Amount	Date	Country	T
2			ootwear	₹4,270	6-1-2016	Madhya Pradesh	
3			tationary	₹617	8-1-2016	Madhya Pradesh	
4		3 Scale	Stationary	₹8,384	10-1-2016	West Bengal	₹4,770
5		4 Socks	Footwear	₹2,626	10-1-2016	Uttar Pradesh	
6		5 Compass	Stationary	₹3,610	11-1-2016	Madhya Pradesh	
7		6 Scale	Stationary	₹6,906	16-1-2016	Tamilnadu	
8		7 Pencil	Stationary	₹2,417	16-1-2016	Delhi	
9		8 Pencil	Stationary	₹7,431	16-1-2016	West Bengal	
10		9 Scale	Stationary	₹8,250	16-1-2016	Uttar Pradesh	
11		10 Shoe	Footwear	₹1,903	20-1-2016	Uttar Pradesh	
12		11 Pencil	Stationary	₹6,946	24-1-2016	Delhi	
13		12 Scale	Stationary	₹2,320	27-1-2016	Kerala	
14		13 Scale	Stationary	₹2,116	28-1-2016	Madhya Pradesh	
15		14 Scale	Stationary	₹1,135	30-1-2016	Kerala	
16		15 Pencil	Stationary	₹1,161	2-2-2016	Madhya Pradesh	
17		16 Compass	Stationary	₹2,256	4-2-2016	Delhi	
18		17 Scale	Stationary	₹1,004	11-2-2016	Tamilnadu	
19		18 Scale	Stationary	₹3,642	14-2-2016	West Bengal	
20		19 Scale	Stationary	₹4,582	17-2-2016	Madhya Pradesh	
21		20 Socks	Footwear	₹3,559	17-2-2016	Kerala	
22		21 Shoe	Footwear	₹5,154	17-2-2016	Telangana	
23		22 Pen	Stationary	₹7,388	18-2-2016	Delhi	
24		23 Socks	Footwear	₹7,163	18-2-2016	Madhya Pradesh	

c)Count Function



d) Max Function



	Order		Category	Amount	Date	Country	T
2			Footwear	₹4,270	6-1-2016	Madhya Pradesh	
3			Stationary	₹617	8-1-2016	Madhya Pradesh	₹9,990
4	3	Scale	Stationary	₹8,384	10-1-2016	West Bengal	
5	4	Socks	Footwear	₹2,626	10-1-2016	Uttar Pradesh	
6	5	Compass	Stationary	₹3,610	11-1-2016	Madhya Pradesh	
7	6	Scale	Stationary	₹6,906	16-1-2016	Tamilnadu	
8	7	Pencil	Stationary	₹2,417	16-1-2016	Delhi	
9	8	Pencil	Stationary	₹7,431	16-1-2016	West Bengal	
10	9	Scale	Stationary	₹8,250	16-1-2016	Uttar Pradesh	
11	10	Shoe	Footwear	₹1,903	20-1-2016	Uttar Pradesh	
12	11	Pencil	Stationary	₹6,946	24-1-2016	Delhi	
13	12	Scale	Stationary	₹2,320	27-1-2016	Kerala	
14	13	Scale	Stationary	₹2,116	28-1-2016	Madhya Pradesh	
15	14	Scale	Stationary	₹1,135	30-1-2016	Kerala	
16	15	Pencil	Stationary	₹1,161	2-2-2016	Madhya Pradesh	
17	16	Compass	Stationary	₹2,256	4-2-2016	Delhi	
18	17	Scale	Stationary	₹1,004	11-2-2016	Tamilnadu	
19	18	Scale	Stationary	₹3,642	14-2-2016	West Bengal	
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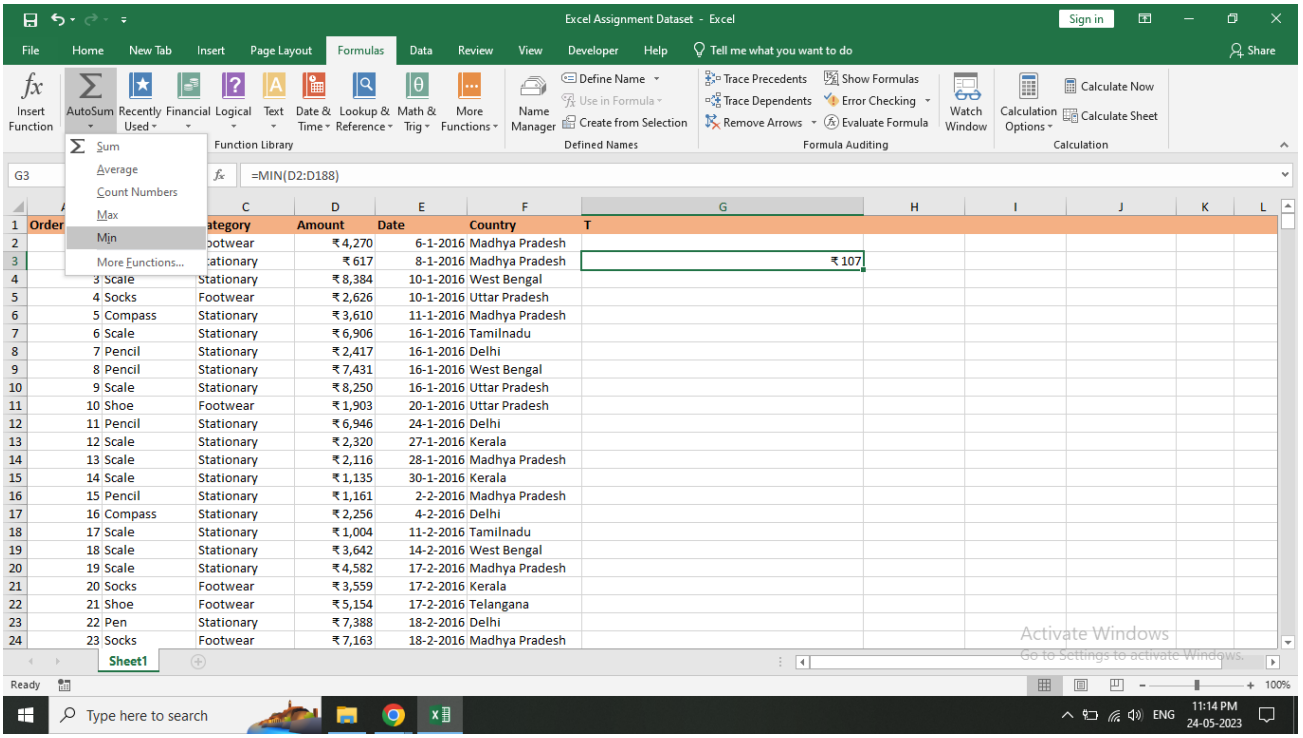
21	20	Socks	Footwear	₹3,559	17-2-2016	Kerala	
22	21	Shoe	Footwear	₹5,154	17-2-2016	Telangana	
23	22	Pen	Stationary	₹7,388	18-2-2016	Delhi	
24	23	Socks	Footwear	₹7,163	18-2-2016	Madhya Pradesh	

e)Min Function



	A	B	C	D	E	F	G	H	I	J	K	L
1	Order		ategory	Amount	Date	Country	T					
2			ootwear	₹4,270	6-1-2016	Madhya Pradesh						
3			tationary	₹617	8-1-2016	Madhya Pradesh	₹107					
4		3	Scale	Stationary	₹8,384	10-1-2016	West Bengal					
5		4	Socks	Footwear	₹2,626	10-1-2016	Uttar Pradesh					
6		5	Compass	Stationary	₹3,610	11-1-2016	Madhya Pradesh					
7		6	Scale	Stationary	₹6,906	16-1-2016	Tamilnadu					
8		7	Pencil	Stationary	₹2,417	16-1-2016	Delhi					
9		8	Pencil	Stationary	₹7,431	16-1-2016	West Bengal					
10		9	Scale	Stationary	₹8,250	16-1-2016	Uttar Pradesh					
11		10	Shoe	Footwear	₹1,903	20-1-2016	Uttar Pradesh					
12		11	Pencil	Stationary	₹6,946	24-1-2016	Delhi					
13		12	Scale	Stationary	₹2,320	27-1-2016	Kerala					
14		13	Scale	Stationary	₹2,116	28-1-2016	Madhya Pradesh					
15		14	Scale	Stationary	₹1,135	30-1-2016	Kerala					
16		15	Pencil	Stationary	₹1,161	2-2-2016	Madhya Pradesh					
17		16	Compass	Stationary	₹2,256	4-2-2016	Delhi					
18		17	Scale	Stationary	₹1,004	11-2-2016	Tamilnadu					
19		18	Scale	Stationary	₹3,642	14-2-2016	West Bengal					
20		19	Scale	Stationary	₹4,582	17-2-2016	Madhya Pradesh					
21		20	Socks	Footwear	₹3,559	17-2-2016	Kerala					
22		21	Shoe	Footwear	₹5,154	17-2-2016	Telangana					
23		22	Pen	Stationary	₹7,388	18-2-2016	Delhi					
24		23	Socks	Footwear	₹7,163	18-2-2016	Madhya Pradesh					

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