

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.

Excel Assignment Dataset - Excel

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fx Insert Function

AutoSum Recently Used Financial Logical Text Date & Time Lookup & Reference Math & Trig More Functions

Sum Average Count Numbers Max Min More Functions...

Function Library

fx =AVERAGE(D2,D3,D4)

Define Name Use in Formula Create from Selection

Trace Precedents Trace Dependents Remove Arrows Show Formulas Error Checking Evaluate Formula

Watch Window Calculation Options Calculate Now Calculate Sheet

	C	D	E	F	G	H	I	J	K	L
1	Order	Category	Amount	Date	Country					
2	1	Footwear	₹ 4,270	6-1-2016	Madhya Pradesh	₹ 4,424				
3	2	Stationary	₹ 617	8-1-2016	Madhya Pradesh					
4	3	Scale	₹ 8,384	10-1-2016	West Bengal					
5	4	Socks	₹ 2,626	10-1-2016	Uttar Pradesh					
6	5	Compass	₹ 3,610	11-1-2016	Madhya Pradesh					
7	6	Scale	₹ 6,906	16-1-2016	Tamilnadu					
8	7	Pencil	₹ 2,417	16-1-2016	Delhi					
9	8	Pencil	₹ 7,431	16-1-2016	West Bengal					
10	9	Scale	₹ 8,250	16-1-2016	Uttar Pradesh					
11	10	Shoe	₹ 1,903	20-1-2016	Uttar Pradesh					
12	11	Pencil	₹ 6,946	24-1-2016	Delhi					
13	12	Scale	₹ 2,320	27-1-2016	Kerala					
14	13	Scale	₹ 2,116	28-1-2016	Madhya Pradesh					
15	14	Scale	₹ 1,135	30-1-2016	Kerala					
16	15	Pencil	₹ 1,161	2-2-2016	Madhya Pradesh					
17	16	Compass	₹ 2,256	4-2-2016	Delhi					
18	17	Scale	₹ 1,004	11-2-2016	Tamilnadu					
19	18	Scale	₹ 3,642	14-2-2016	West Bengal					
20	19	Scale	₹ 4,582	17-2-2016	Madhya Pradesh					
21	20	Socks	₹ 3,559	17-2-2016	Kerala					
22	21	Shoe	₹ 5,154	17-2-2016	Telangana					
23	22	Pen	₹ 7,388	18-2-2016	Delhi					
24	23	Socks	₹ 7,163	18-2-2016	Madhya Pradesh					

Activate Windows Go to Settings to activate Windows.

Sheet1

Ready

Type here to search

10:31 PM 24-05-2023

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

The screenshot displays the Microsoft Excel interface with the 'Formulas' tab selected. The 'Recently Used' functions list is open, showing various mathematical and statistical functions. The background spreadsheet contains a table with the following data:

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

The 'AVERAGE' formula is applied to the 'Amount' column, resulting in ₹ 4,424.

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

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'Text' function category is expanded, displaying a list of functions including BAHTTEXT, CHAR, CLEAN, CODE, CONCAT, DOLLAR, EXACT, FIND, FIXED, LEFT, LEN, LOWER, MID, NUMBERTVALUE, PROPER, REPLACE, REPT, RIGHT, and SEARCH. The 'Insert Function...' dialog box is open, showing the 'Text' category selected.

The worksheet contains two tables. The first table, located in columns A to C, lists products and their categories:

Order ID	Product	Category
1	Shoe	Footwear
2	Scale	Stationary
3	Scale	Stationary
4	Socks	Footwear
5	Compass	Stationary
6	Scale	Stationary
7	Pencil	Stationary
8	Pencil	Stationary
9	Scale	Stationary
10	Shoe	Footwear
11	Pencil	Stationary
12	Scale	Stationary
13	Scale	Stationary
14	Scale	Stationary
15	Pencil	Stationary
16	Compass	Stationary
17	Scale	Stationary
18	Scale	Stationary
19	Scale	Stationary
20	Scale	Stationary
21	Socks	Footwear
22	Shoe	Footwear
23	Pen	Stationary
24	Socks	Footwear

The second table, located in columns E to L, lists countries and their corresponding dates:

Country	T
6-1-2016	Madhya Pradesh
8-1-2016	Madhya Pradesh
10-1-2016	West Bengal
10-1-2016	Uttar Pradesh
11-1-2016	Madhya Pradesh
16-1-2016	Tamilnadu
16-1-2016	Delhi
16-1-2016	West Bengal
16-1-2016	Uttar Pradesh
20-1-2016	Uttar Pradesh
24-1-2016	Delhi
27-1-2016	Kerala
28-1-2016	Madhya Pradesh
30-1-2016	Kerala
2-2-2016	Madhya Pradesh
4-2-2016	Delhi
11-2-2016	Tamilnadu
14-2-2016	West Bengal
17-2-2016	Madhya Pradesh
17-2-2016	Kerala
17-2-2016	Telangana
18-2-2016	Delhi
18-2-2016	Madhya Pradesh

The status bar at the bottom indicates the current sheet is 'Sheet1' and the window title is 'Excel Assignment Dataset - Excel'.

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

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'Date & Time' function library is open, displaying various functions like DATE, DAY, DAYS, etc. The worksheet contains two tables:

Order ID	Product	Category
1	Shoe	Footwear
2	Scale	Stationary
3	Scale	Stationary
4	Socks	Footwear
5	Compass	Stationary
6	Scale	Stationary
7	Pencil	Stationary
8	Pencil	Stationary
9	Scale	Stationary
10	Shoe	Footwear
11	Pencil	Stationary
12	Scale	Stationary
13	Scale	Stationary
14	Scale	Stationary
15	Scale	Stationary
16	Pencil	Stationary
17	Compass	Stationary
18	Scale	Stationary
19	Scale	Stationary
20	Scale	Stationary
21	Socks	Footwear
22	Shoe	Footwear
23	Pen	Stationary
24	Socks	Footwear

Country	T
Madhya Pradesh	
Madhya Pradesh	
West Bengal	
Uttar Pradesh	
Madhya Pradesh	
Tamilnadu	
Delhi	
West Bengal	
Uttar Pradesh	
Uttar Pradesh	
Delhi	
Kerala	
Madhya Pradesh	
Kerala	
Madhya Pradesh	
Delhi	
Tamilnadu	
West Bengal	
Madhya Pradesh	
Kerala	

Below the second table, there is a summary of sales by state:

State	Sales
Telangana	₹ 5,154
Delhi	₹ 7,388
Madhya Pradesh	₹ 7,163

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

Excel Assignment Dataset - Excel

File Home New Tab Insert Page Layout Formulas Data Review View Developer Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cell Styles Cells

Cell Size

- Row Height...
- AutoFit Row Height
- Column Width...
- AutoFit Column Width
- Default Width...

Visibility

- Hide & Unhide
- Organize Sheets
- Rename Sheet
- Move or Copy Sheet...
- Tab Color

Protection

- Protect Sheet...
- Lock Cell
- Format Cells...

Hide Rows

Hide Columns

Hide Sheet

Unhide Rows

Unhide Columns

Unhide Sheet...

	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						

Sheet1

Ready

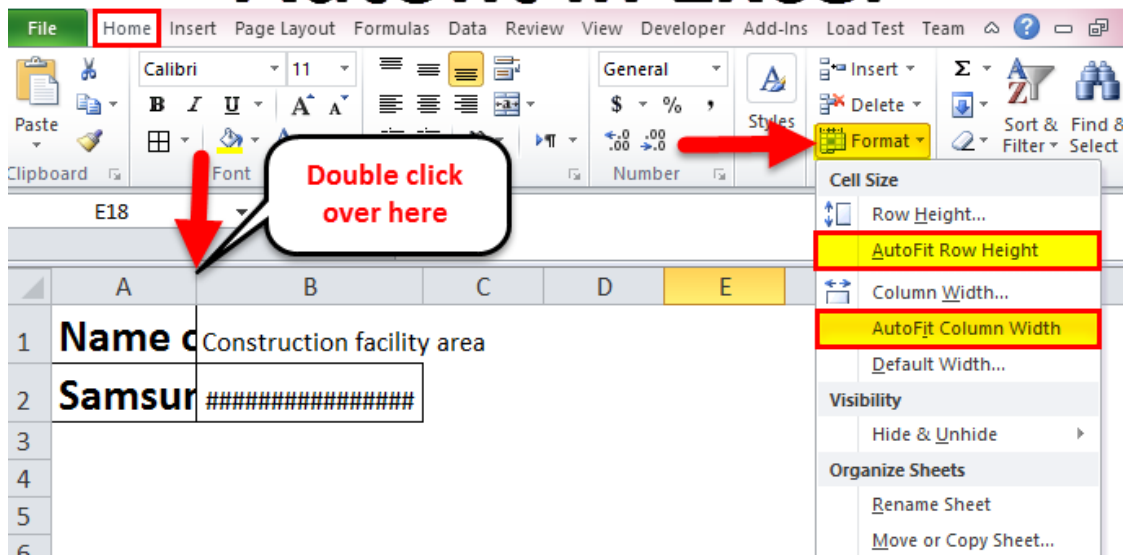
Type here to search

10:41 PM 24-05-2023

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.

Autofit in Excel



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?

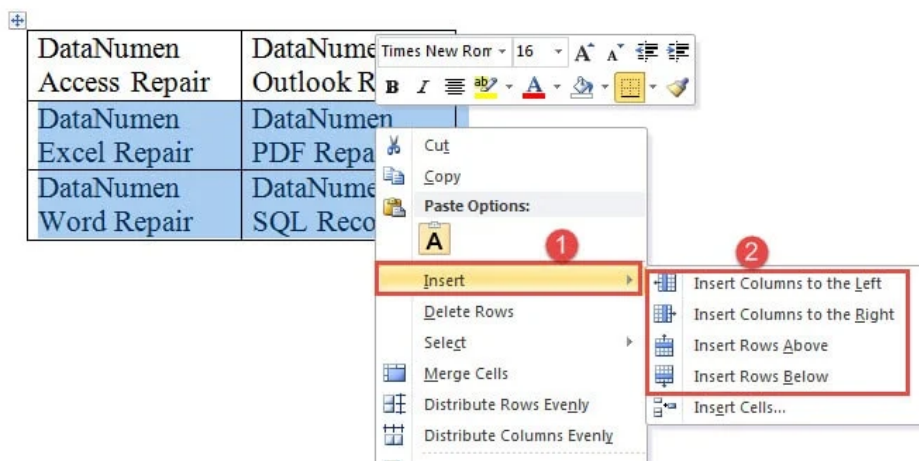
Ans- New rows and columns into existing table can be inserted

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



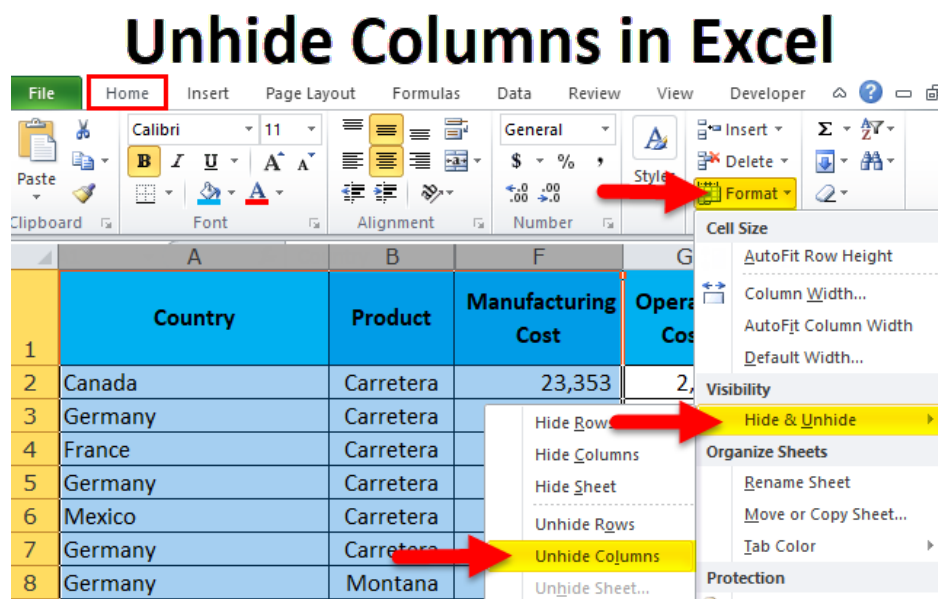
5. How do you hide and unhide columns in excel?

Ans- Steps for hiding a column

>Select column>Right click>Choose Hide

Steps to unhide a column

≥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

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'AutoSum' dropdown menu is open, showing options like Sum, Average, Count Numbers, Max, and Min. The formula bar displays '=SUM(D2:D187)'. The worksheet contains a table with the following data:

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

b) Average Function

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'Function Library' group is open, displaying the 'Average' function. The formula bar shows the formula `=AVERAGE(D2:D187)`. The worksheet, named 'Sheet1', contains a table with the following data:

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

The 'Average' function is being applied to the 'Amount' column (D2:D187), resulting in the value ₹ 4,770 displayed in cell G4. The status bar at the bottom indicates 'Ready' and 'Go to Settings to activate Windows.' The system clock shows 11:08 PM on 24-05-2023.

c)Count Function

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The formula bar displays the formula `=COUNT(D2:D187)`. The spreadsheet contains data with columns labeled 'Order', 'Category', 'Amount', 'Date', and 'Country'. A dropdown menu is open for the 'Count' function, showing options like 'Sum', 'Average', and 'Count Numbers'. The 'Count Numbers' option is selected, and the formula bar shows the resulting value '186'.

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

d) Max Function

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'Function Library' group is open, and the 'Max' function is chosen. The formula bar displays '=MAX(D2:D188)'. The worksheet contains a table with the following data:

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

The maximum value in the Amount column is ₹ 9,990, which is displayed in cell G3. The status bar at the bottom indicates 'Ready' and 'Type here to search'.

e)Min Function

The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The 'Function Library' group is open, displaying a list of functions including Sum, Average, Count Numbers, Max, and Min. The 'Min' function is highlighted. The formula bar shows the formula `=MIN(D2:D188)`. The worksheet, named 'Sheet1', contains a table with the following data:

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

The result of the Min function, ₹ 107, is displayed in cell G3. The status bar at the bottom indicates the system time as 11:14 PM on 24-05-2023.

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