

**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**.

* Using Insert Function, here are examples of functions available in different dropdowns present in the function library:
* AutoSum:
  + SUM: Adds up a range of cells.
  + AVERAGE: Calculates the average of a range of cells.
  + COUNT: Counts the number of cells in a range that contains numbers.
  + MIN: Returns the smallest value from a range of cells.
  + MAX: Returns the largest value from a range of cells.
* Recently Used:
  + VLOOKUP: Searches for a value in the first column of a table and returns a corresponding value in a specified column.
  + IF: Performs a logical test and returns one value if the test is true and another value if the test is false.
  + CONCATENATE: Joins two or more text strings together.
  + COUNTIF: Counts the number of cells within a range that meet a specific criterion.
  + INDEX: Returns the value of a cell in a specified row and column of a table.
* Text:
  + LEFT: Returns the leftmost characters from a text string.
  + RIGHT: Returns the rightmost characters from a text string.
  + MID: Returns a specific number of characters from a text string, starting at a specified position.
  + CONCAT: Combines two or more text strings into one.
  + UPPER: Converts text to uppercase.
* Date & Time:
  + TODAY: Returns the current date.
  + NOW: Returns the current date and time.
  + DATE: Returns the serial number of a particular date.
  + YEAR: Extracts the year from a date.
  + MONTH: Extracts the month from a date.

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

* Different ways to select columns and rows in Excel:
* Single column or row: Click on the column letter or row number header.
* Multiple columns or rows: Click and drag over the column letters or row numbers to select multiple contiguous columns or rows.
* Non-contiguous columns or rows: Hold down the Ctrl key and click on the column letters or row numbers to select multiple non-contiguous columns or rows.

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

* AutoFit is a feature in Excel that automatically adjusts the width of a column or the height of a row to fit the contents within it. It is used to ensure that the data in the cells is fully visible without any truncation. AutoFit can be applied to individual columns, rows, or the entire worksheet to optimize the display of data.

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

* To insert new rows and columns into an existing table in Excel:
* Inserting rows: Right-click on the row below where you want to insert the new rows and select "Insert" from the context menu. Alternatively, select the row(s), go to the "Home" tab, click on the "Insert" button in the "Cells" group, and choose "Insert Sheet Rows."
* Inserting columns: Right-click on the column to the right of where you want to insert the new columns and select "Insert" from the context menu. Alternatively, select the column(s), go to the "Home" tab, click on the "Insert" button in the "Cells" group, and choose "Insert Sheet Columns."

1. **How do you hide and unhide columns in Excel?**

- To hide and unhide columns in Excel:

Hide columns: Select the column(s) you want to hide, right-click on the selection, choose "Hide" from the context menu, or press Ctrl + 0 (zero).

Unhide columns: Select the columns adjacent to the hidden columns, right-click on the selection, choose "Unhide" from the context menu, or press Ctrl + Shift + 0 (zero).

**6.Create an appropriate table within the worksheet and use different**

**functions available in the AutoSum command.**

* To create a table within the worksheet and use different functions available in the AutoSum command:
* Step 1: Enter the data in a tabular format with column headers and row labels.
* Step 2: Select the entire range of the table, including headers and labels.
* Step 3: Go to the "Insert" tab and click on the "Table" button in the "Tables" group. Confirm the selected range in the "Create Table" dialog box.
* Step 4: With the table selected, go to the "Table Tools" tab, and in the "Design" tab, locate the "Total Row" checkbox and check it.
* Step 5: In the desired column of the total row, click on the drop-down arrow in the respective cell and choose the desired function from the list, such as SUM, AVERAGE, COUNT, etc.
* Step 6: The function will automatically calculate the desired result based on the data in the respective column of the table.