**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-** Excel offers a wide range of functions accessible through the "Insert Function" dialog box. Here are examples from different categories:

**AutoSum:** Common functions for quick calculations:

* SUM: Adds up values in a range.
* AVERAGE: Calculates the average of numbers.
* MAX: Returns the largest value.

**Recently Used:** Displays recently used functions for easy access to frequently used ones.

* Text: Functions for manipulating text:
* CONCATENATE: Combines text from multiple cells.
* LEFT: Extracts characters from the beginning of a text string.
* RIGHT: Extracts characters from the end of a text string.

**Date & Time:** Functions for date and time calculations:

* TODAY: Provides the current date.
* NOW: Offers the current date and time.
* DATE: Constructs a date from year, month, and day values.

**Lookup & Reference**: Functions for data retrieval:

* VLOOKUP: Searches for a value in a table and returns a corresponding result.
* HLOOKUP: Similar to VLOOKUP but searches in the header row.
* INDEX: Retrieves a value from a specific row and column in a ranges.

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

**Ans-** In Excel, you can select columns and rows using these methods:

**Mouse Click:** Click the column header or row number to select an entire column or row.

**Drag Selection**: Click and drag to select multiple columns or rows simultaneously.

**Keyboard Shortcuts**: Use **Ctrl + Space** to select the entire column and **Shift + Space** to select the entire row.

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

**Ans-** AutoFit in Excel adjusts column width or row height automatically to fit the content, ensuring readability and efficient use of space.

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

**Ans-** To insert rows, right-click the row header where you want to insert, then select "Insert" from the context menu. For columns, right-click the column header and choose "Insert."

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

**Ans**- To hide and unhide columns in Excel:

**Hide Columns:**

* Select the columns you want to hide.
* Right-click and choose "Hide" from the context menu, or press "Ctrl + 0" (zero).

**Unhide Columns:**

* Select the columns on either side of the hidden columns.
* Right-click and choose "Unhide" from the context menu.

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

**Ans-** Now, use AutoSum:

* Select a cell below the Sales column.
* Click the AutoSum button.
* Excel suggests SUM; press Enter to get the total sales.
* Repeat for AVERAGE, MAX, and MIN to find the average, maximum, and minimum sales.