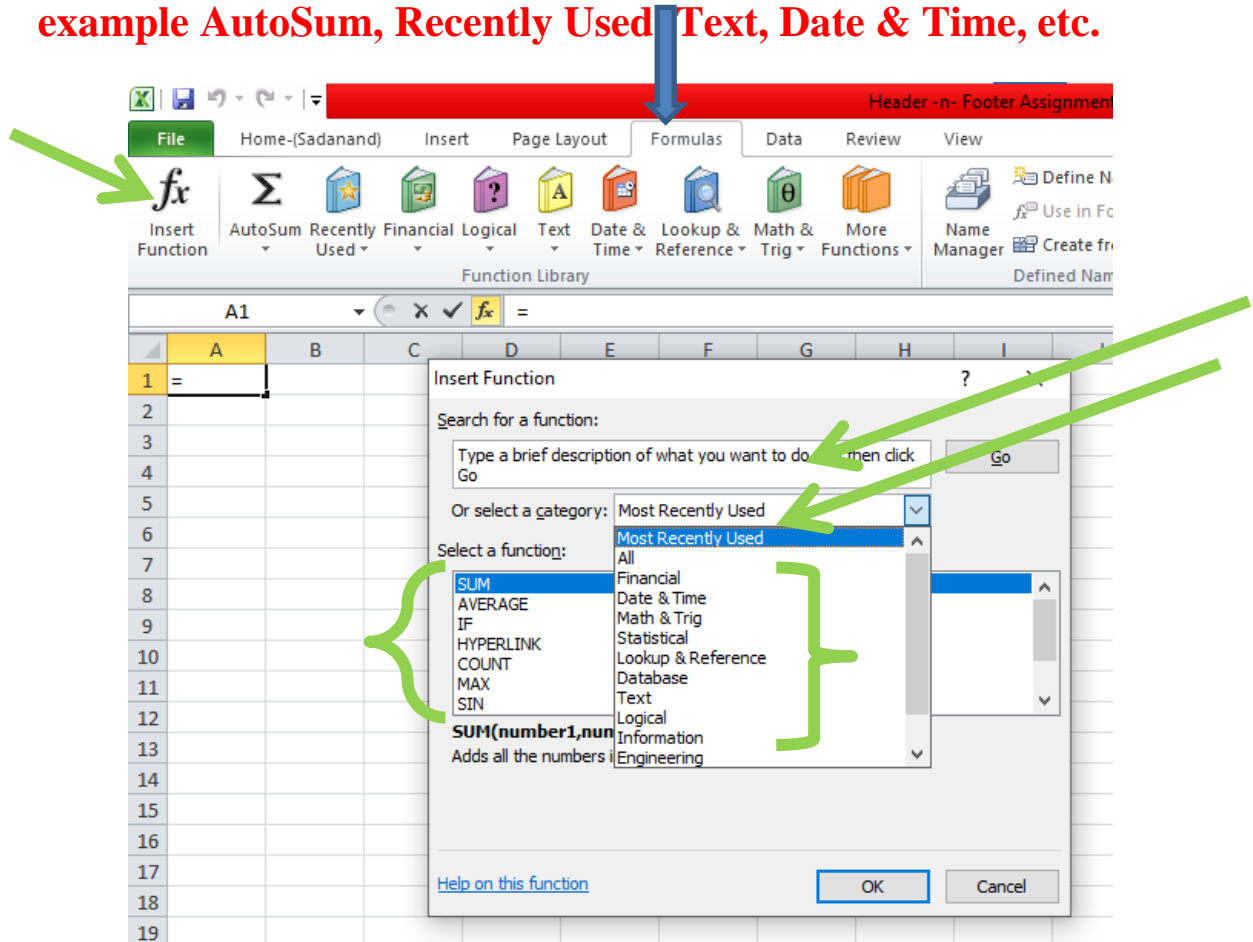


Advance Excel Assignment 7

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.



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

There are **two ways** to select a row and a Column. 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

You can also click anywhere in the table column, and then press CTRL+SPACEBAR, or you can click the first cell in the table column, and then press CTRL+SHIFT+DOWN ARROW.

Note: Pressing CTRL+SPACEBAR once selects the table column data; pressing CTRL+SPACEBAR twice selects the entire table column.

To select entire Row press; SHIFT+ SPACEBAR

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

By default, Excel has a certain row height and column width, and when you enter anything that occupies more space than the current size of size, you'll see that it spills out (as shown below).

	A	B	C
1	Idiom		
2	Beat around the bush		
3	Whole nine yards		
4	Penny for your thoughts		
5	Bite off more than you can chew		
6	Once in a blue moon		
7	Judge a book by its cover		
8	Burn the midnight oil		
9	Takes two to tango		
10	Kill two birds with one stone		

In such cases, you can adjust the rows and columns to fit the text in the cell (so that the text is completely within the cell).

This can be done using the AutoFit feature in Excel.

You would see that the column width changes automatically to adjust all the cells so that there is no overflowing of text to other cells. Note that the column width is expanded to adjust the cell which needs the maximum width.

	A
1	Idiom
2	Beat around the bush
3	Whole nine yards
4	Penny for your thoughts
5	Bite off more than you can chew
6	Once in a blue moon
7	Judge a book by its cover
8	Burn the midnight oil
9	Takes two to tango
10	Kill two birds with one stone

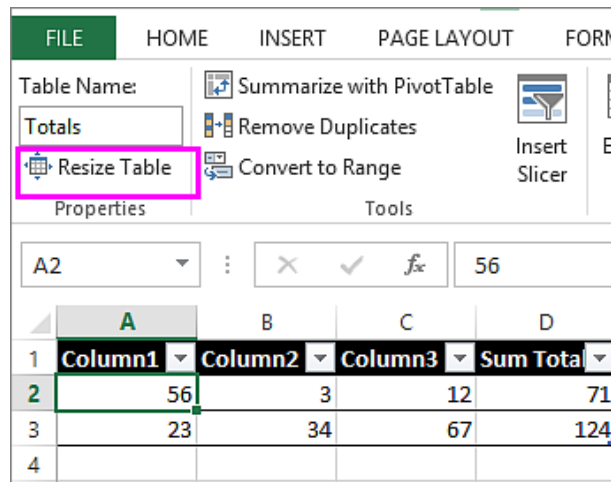
You can also use the double-click method to adjust multiple columns at once.

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

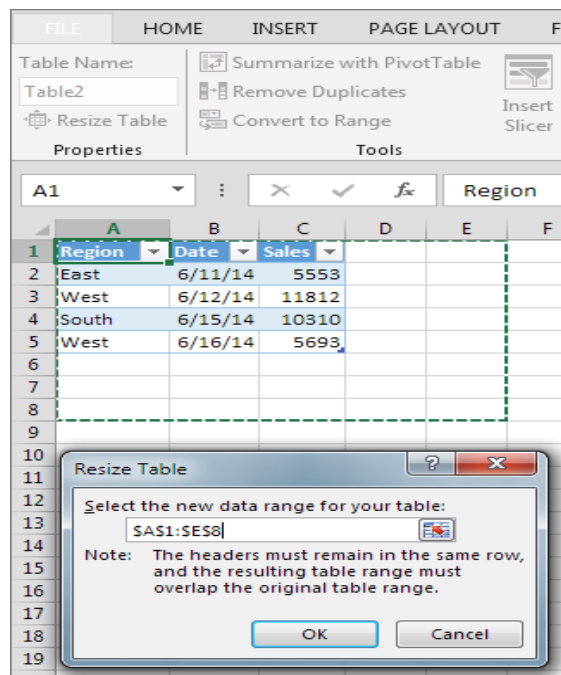
After you create an Excel table in your worksheet, you can easily add or remove table rows and columns.



You can use the Resize command in Excel to add rows and columns to a table:

1. Click anywhere in the table, and the Table Tools option appears.
2. Click Design > Resize Table.



- Select the entire range of cells you want your table to include, starting with the upper-leftmost cell.
- In the example shown below, the original table covers the range A1:C5. After resizing to add two columns and three rows, the table will cover the range A1:E8.



Tip: You can also click **Collapse Dialog**  to temporarily hide the **Resize Table** dialog box, select the range on the worksheet, and then click **Expand dialog** .

- When you've selected the range you want for your table, press OK.

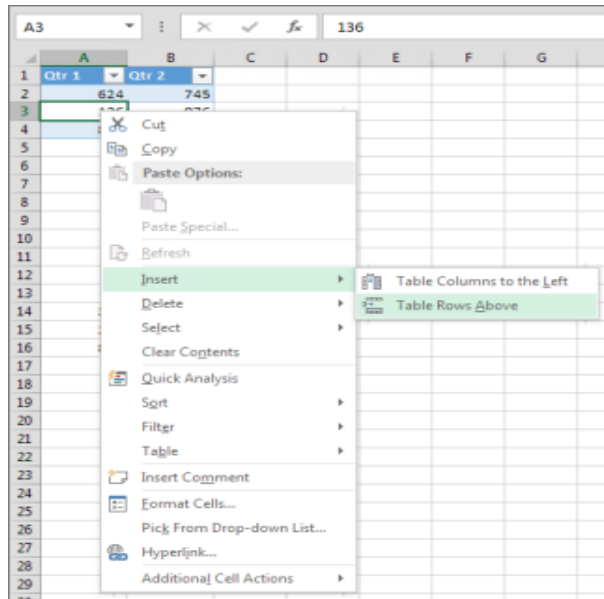
Use Insert to add a row

1. 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.

2. Point to Insert, and pick Table Rows Above to insert a new row, or Table Columns to the Left to insert a new column.

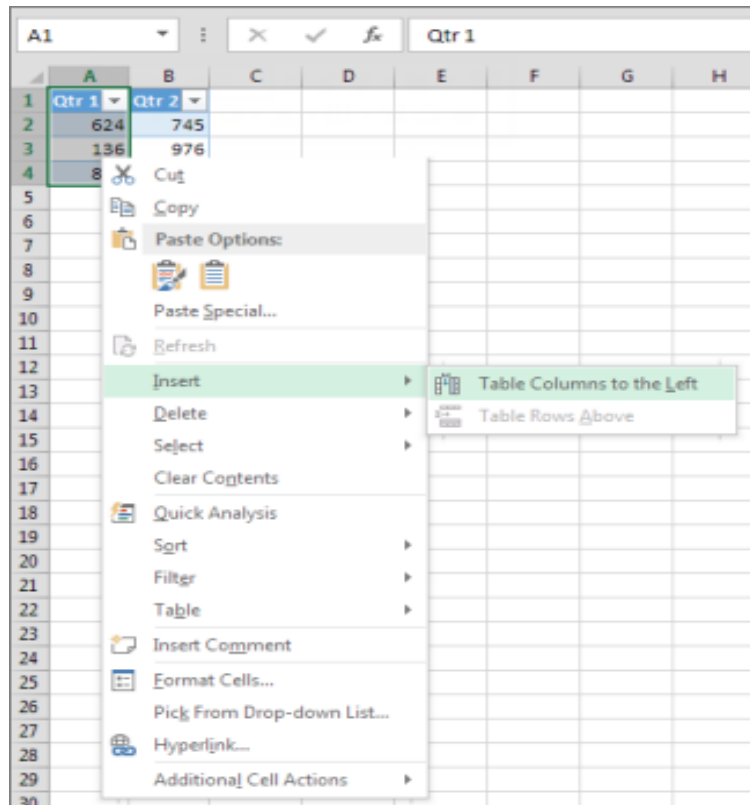
If you're in the last row, you can pick Table Rows Above or Table Rows Below.

In the example shown below for rows, a row will be inserted above row 3.



For columns, if you have a cell selected in the table's rightmost column, you can choose between inserting Table Columns to the Left or Table Columns to the Right.

In the example shown below for columns, a column will be inserted to the left of column 1.



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

If you're dealing with a data-heavy spreadsheet, sometimes it's helpful to hide or unhide rows and columns to better see the information you need to analyze, rather than deleting the row. Fortunately, Microsoft Excel makes it easy to do this.

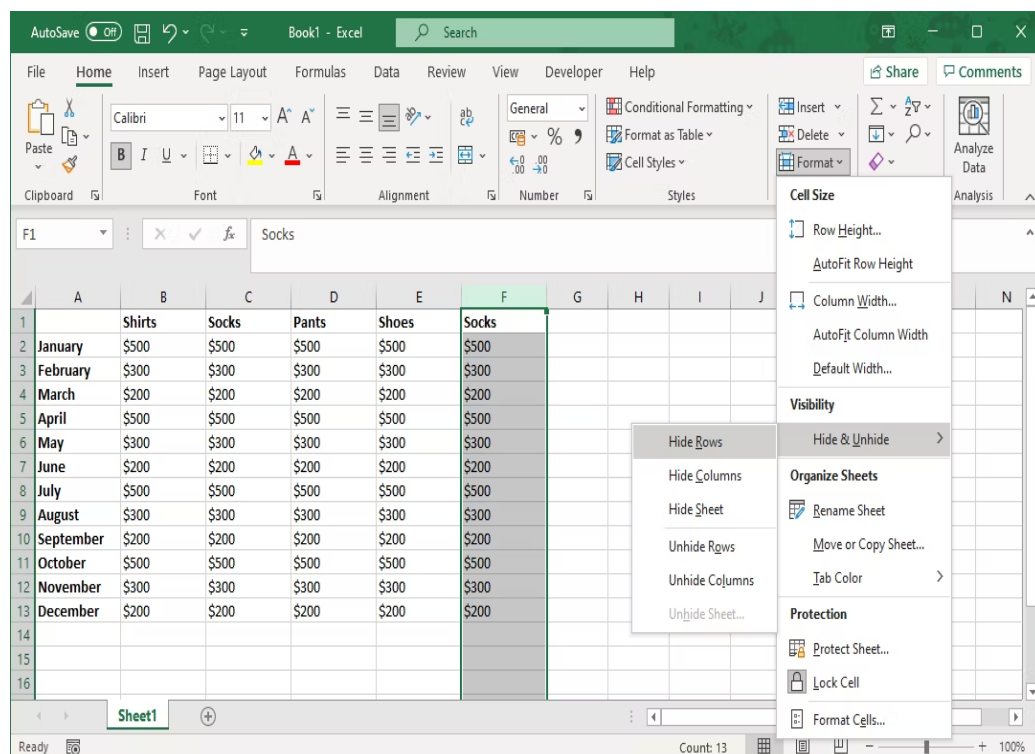
How to Hide Columns and Rows in Excel

Start by selecting the column(s) or row(s) you want to hide. You can do this a few different ways.

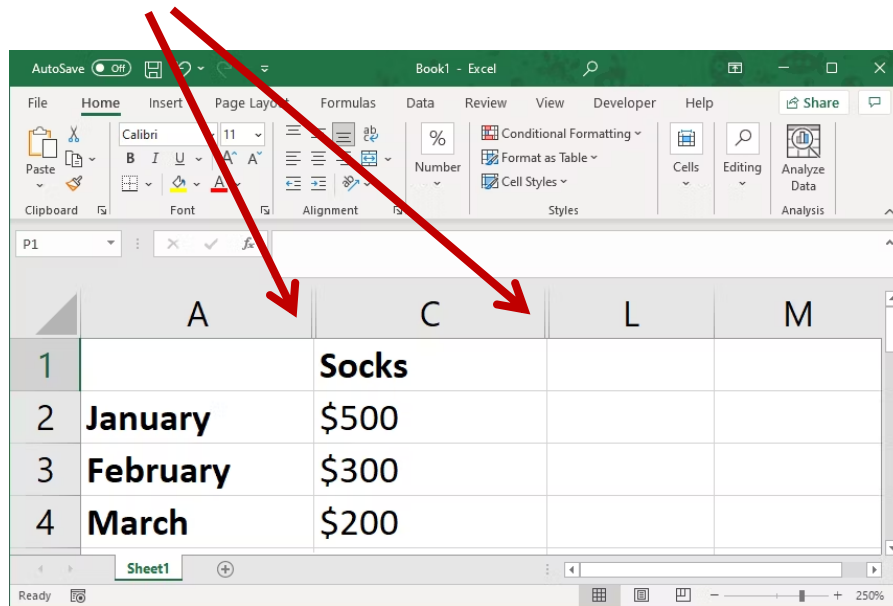
- **Select multiple adjacent columns or rows:** Click the first column or row, hold the **Shift** key, and click the last column or row.
- **Select multiple non-adjacent columns or rows:** Click the first column or row, hold the **Control** key (**Command** on Mac), and click the remaining columns or rows in turn.
- **Use the name box:** Type a cell label in the **name box** to the left of the formula field. For example, if you want to hide the second row, for type B2.

Once you make your selection(s), follow one of these methods to hide the columns or rows.

- Right-click the selected column or row you want to hide and choose **Hide**. (This method will not work if you've typed in the column or row identifier.)
- Use the shortcut **Ctrl + 9** to hide rows and **Ctrl + 0** to hide columns.
- Click the **Home** tab and in the **Cells** group, click **Format > Hide and Unhide** and pick either **Hide Rows** or **Hide Columns**.



The column or row will be hidden and you'll see a thin double line indicating where the hidden column or row resides.



How to Unhide Columns or Rows in Excel

There are a few ways to select and unhide columns or rows:

- Right-click the thin double line indicating a hidden row or column and select Unhide.
- Select the two surrounding columns or rows. On the Home tab in the Cells group, click Format > Hide and Unhide and choose either Unhide Rows or Unhide Columns.
- To unhide all columns or all rows in your spreadsheet, select all using the keyboard shortcut Control + A (Command + A on Mac), right-click, and pick Unhide.

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

The few different functions made available via the AutoSum button are as follows

The AutoSum button includes a menu that appears when you click the arrow next to the button. You can enter the Average, Count, Max, or Min function almost as easily as you can enter the Sum function, all it takes is an extra click to select the function you want from the menu

Header -n- Footer Assignment - Microsoft Excel (Product Activation Failed)

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General

Conditional Formatting as Table Cell Styles Insert Delete Format

Σ AutoSum

Sort & Filter

C14

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2																		
3																		
4							Sum	Average	Count	Max	Min							
5		212	7	154	147	521	1041	347	7	1041	7							
6		21211	52	652	158	654	22727	7575.667	7	22727	7							
7		12121	741		359		13221	6610.5	5	13221	5							
8		2121	852	14458	659	0	18090	6030	7	18090	0							
9		54	752	954	65	15547	17372	5790.667	7	17372	7							
10		6464		621		7520	14605	7302.5	5	14605	5							
11		848	65465	4563	788889	1120	860885	286961.7	7	860885	7							
12		22	51644	32554	445	320	84985	28328.33	7	84985	7							
13																		
14																		

