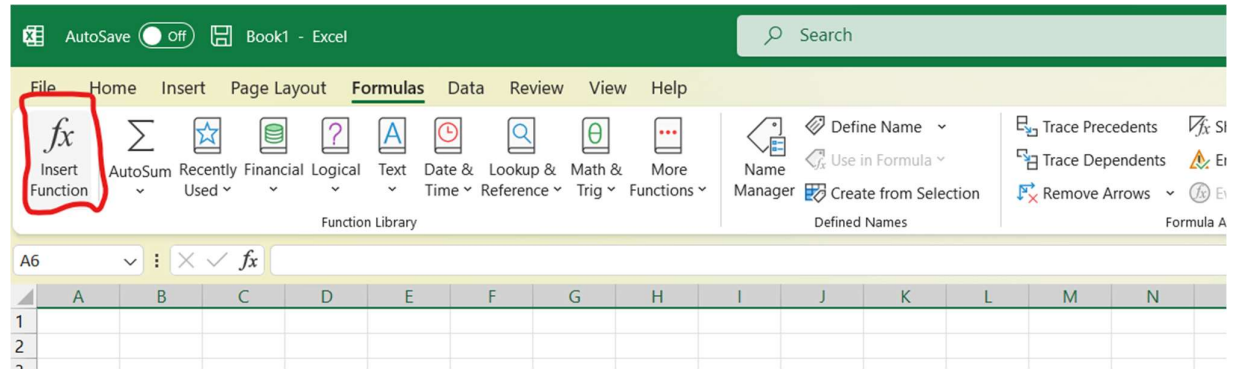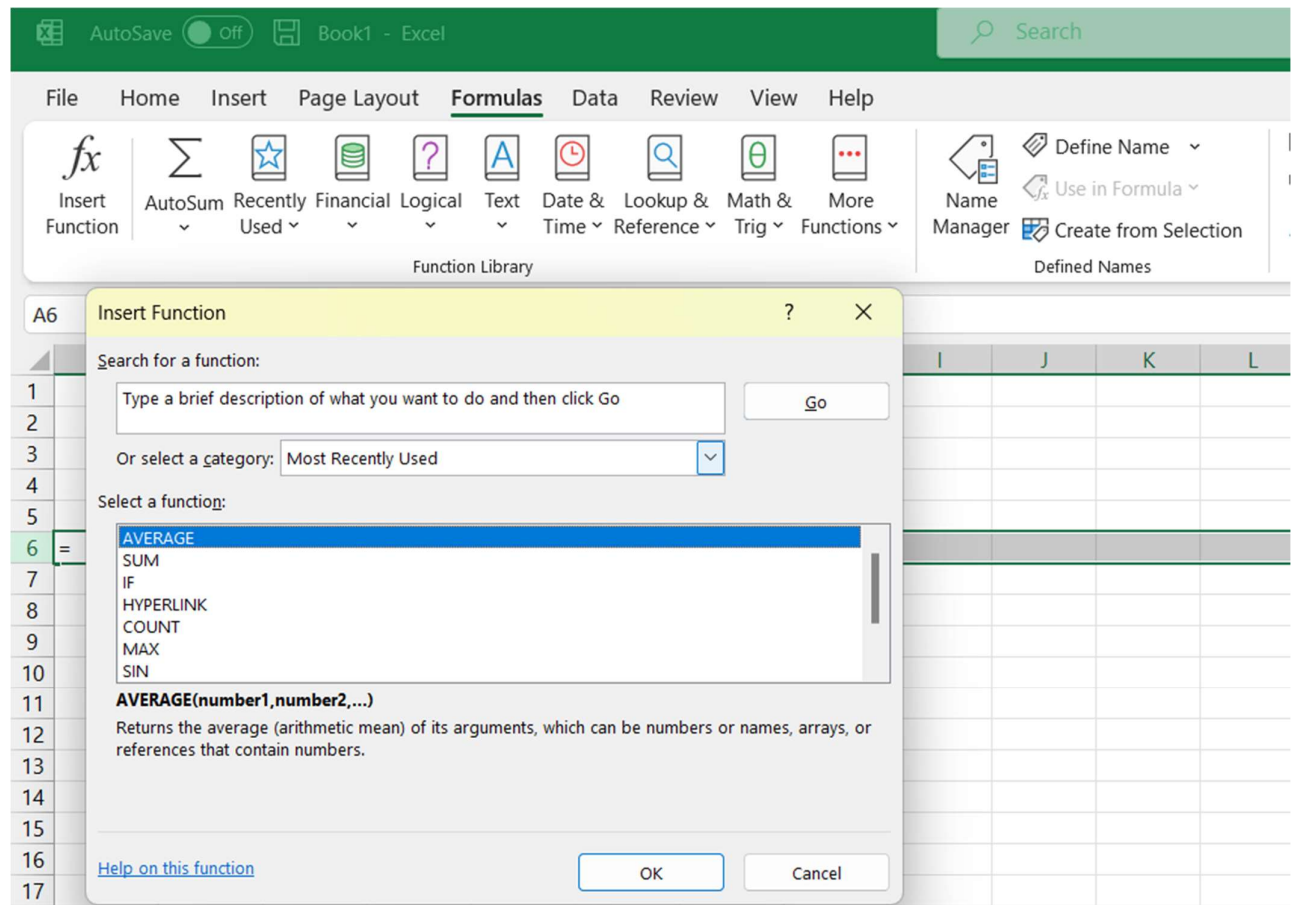# Excel Assignment – 7

**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.**
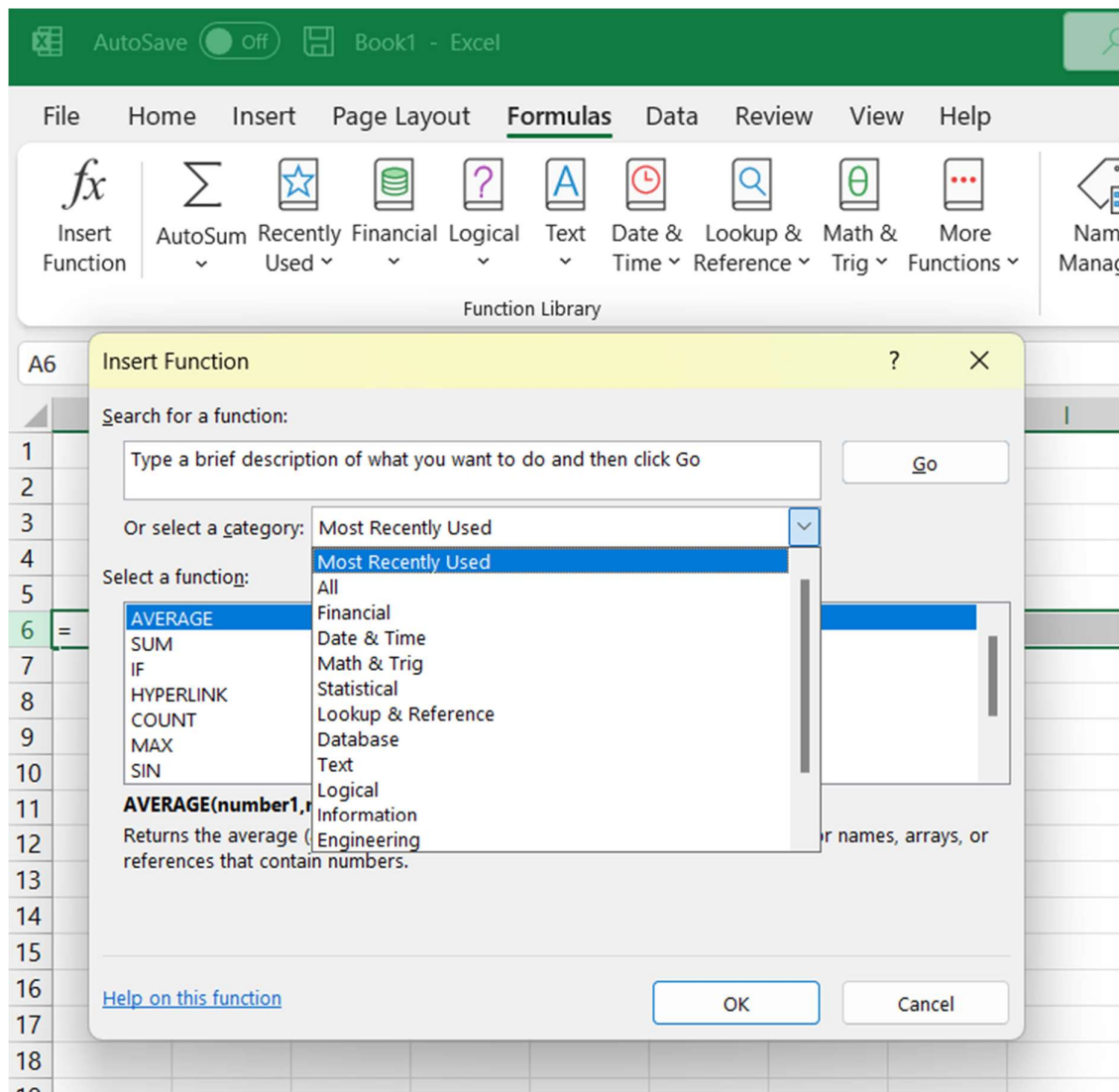
Ans: Step 1: In the Formula Tab the option insert function is available
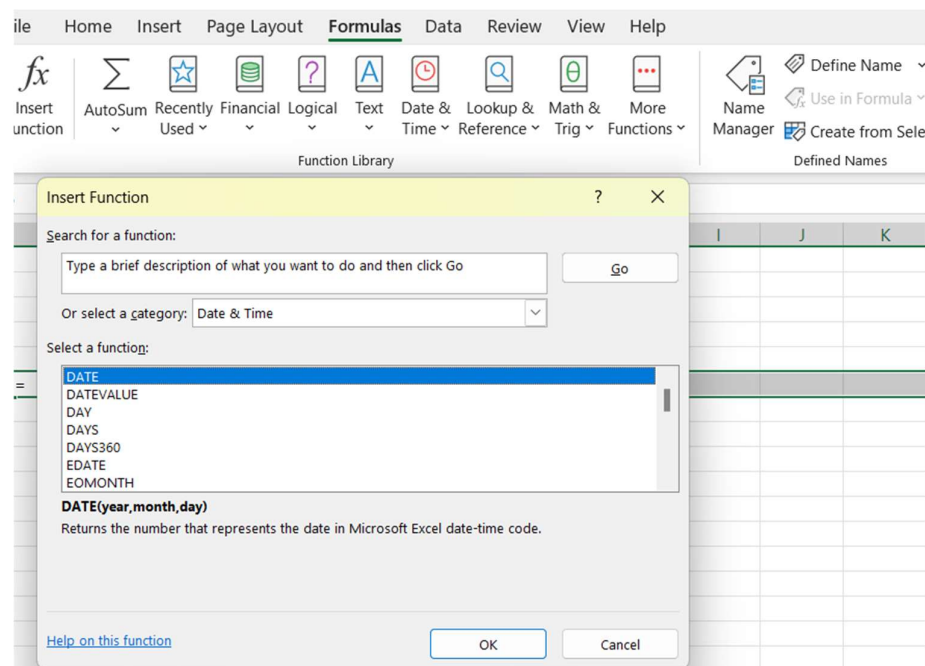


Step 2: After clicking on the insert function. New dialog box is open



Step 3: Different Function are available here in **select a category :**

Step 4: Suppose I select the date the different option related to recent search is come out same it happen withother function.

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

Ans: To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

Ans: Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height. AutoFit Column Width - changes the column width to hold the largest value in the column.

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

Ans: In a home tab → Cells tab → Select the row and column where want to insert the row and columns→Insert row and column as per the requirement

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

Ans: Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.

Right-click the selected columns, and then select Hide.

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

Ans:

## AutoSum Function in excel

| Manufacturer | Revenue |
|---|---|
| Ford | 1155000 |
| GM | 1386000 |
| Toyota | 1760000 |
| Kia | 1015000 |
| Nissan | 1112160 |
| Total (Sum) | 6428160 |
| Average | 1285632 |
| Count | 5 |
| Maximum | 1760000 |
| Minimum | 1015000 |