Advance Excel Assignment 7

1.Using Insert Function, give examples of any function available in the different dropdowns present in the function library.

The "Insert Function" feature in Excel allows you to easily add functions to your cells. Here are examples of functions from different dropdowns in the Function Library:

1. **Math & Trig:**

    - Example: SUM - Adds up all the numbers in a range.

        1. Select a cell.

        2. Go to the "Formulas" tab.

        3. Click on "Insert Function."

        4. Choose "Math & Trig" from the dropdown.

        5. Select "SUM" and click "OK."

        6. Specify the range you want to sum.

2. **Text:**

    - Example: CONCATENATE - Combines two or more text strings into one string.

        1. Select a cell.

        2. Go to the "Formulas" tab.

        3. Click on "Insert Function."

        4. Choose "Text" from the dropdown.

        5. Select "CONCATENATE" and click "OK."

        6. Specify the text strings to concatenate.

3. **Date & Time:**

    - Example: TODAY - Returns the current date.

        1. Select a cell.

        2. Go to the "Formulas" tab.

        3. Click on "Insert Function."

        4. Choose "Date & Time" from the dropdown.

        5. Select "TODAY" and click "OK."

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

In Microsoft Excel, there are several ways to select columns and rows. Here are different methods:

Selecting Columns:

1. **Click and Drag:**

   - Click on the letter at the top of the column (e.g., A, B, C).

   - Drag the cursor to the right or left to select multiple columns.

2. **Ctrl + Space:**

   - Click on any cell in the column.

   - Press **Ctrl** + **Space** to select the entire column.

3. **Ctrl + Shift + Arrow Keys:**

   - Click on any cell in the column.

   - Press **Ctrl** + **Shift** + **Right Arrow** to select the entire column to the right.

   - Press **Ctrl** + **Shift** + **Left Arrow** to select the entire column to the left.

Selecting Rows:

1. **Click and Drag:**

   - Click on the row number (e.g., 1, 2, 3).

   - Drag the cursor up or down to select multiple rows.

2. **Shift + Space:**

   - Click on any cell in the row.

   - Press **Shift** + **Space** to select the entire row.

3. **Ctrl + Shift + Arrow Keys:**

   - Click on any cell in the row.

   - Press **Ctrl** + **Shift** + **Down Arrow** to select the entire row below.

   - Press **Ctrl** + **Shift** + **Up Arrow** to select the entire row above.

4. **Ctrl + A:**

   - Press **Ctrl** + **A** to select the entire worksheet. Repeat to select the entire worksheet again, including headers.

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

AutoFit is a feature in Microsoft Excel that automatically adjusts the width or height of a column or row to accommodate the content within it. This feature is particularly useful when you have cells with varying lengths of text or numbers, and you want to ensure that the entire content is visible without unnecessary empty space.

Here are the two main types of AutoFit in Excel:

1. **AutoFit Column Width:**

   - To automatically adjust the width of a column to fit its content, you can double-click on the right boundary of the column header. Alternatively, you can use the "AutoFit Column Width" feature:

     - Select the column or columns you want to adjust.

     - Go to the "Home" tab on the ribbon.

     - In the "Cells" group, click on "Format."

     - Choose "AutoFit Column Width."

2. **AutoFit Row Height:**

   - To automatically adjust the height of a row to fit its content, you can double-click on the bottom boundary of the row header. Alternatively, you can use the "AutoFit Row Height" feature:

     - Select the row or rows you want to adjust.

     - Go to the "Home" tab on the ribbon.

     - In the "Cells" group, click on "Format."

     - Choose "AutoFit Row Height."

Why do we use AutoFit?

- **Improved Visibility:** AutoFit ensures that the entire content of a cell is visible, preventing it from being cut off or hidden.

- **Aesthetics:** It helps in making the spreadsheet look cleaner and more professional by eliminating unnecessary empty space.

- **Readability:** By adjusting the column width or row height to fit the content, you make it easier for users to read and understand the information in your spreadsheet.

- **Efficiency:** AutoFit is a quick and efficient way to optimize the layout of your Excel sheet, especially when dealing with variable-length data in different cells.

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

In Microsoft Excel, you can easily insert new rows and columns into an existing table. Here are the steps:

Inserting New Rows:

1. **Select the Row Below Where You Want to Insert:**

   - Click on the row number below which you want to insert a new row.

2. **Insert a Single Row:**

   - Right-click on the selected row number.

   - Choose "Insert" from the context menu.

3. **Insert Multiple Rows:**

   - To insert multiple rows, select the number of rows equal to the number you want to insert.

   - Right-click on the selected rows.

   - Choose "Insert" from the context menu.

Inserting New Columns:

1. **Select the Column to the Right Where You Want to Insert:**

   - Click on the column letter to the right of where you want to insert a new column.

2. **Insert a Single Column:**

   - Right-click on the selected column letter.

   - Choose "Insert" from the context menu.

3. **Insert Multiple Columns:**

   - To insert multiple columns, select the number of columns equal to the number you want to insert.

   - Right-click on the selected columns.

   - Choose "Insert" from the context menu.

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

In Microsoft Excel, you can hide and unhide columns to control the visibility of certain data. Here's how you can do it:

Hide Columns:

1. **Select Columns:**

   - Click on the letter of the column to the left of the columns you want to hide. You can also select multiple columns by clicking and dragging across the column letters.

2. **Right-Click and Choose "Hide":**

   - Right-click on the selected columns.

   - Choose "Hide" from the context menu.

Unhide Columns:

1. **Select Adjacent Columns:**

   - Click on the letters of the columns on both sides of the hidden columns. For example, if columns B and D are hidden, click on columns A and E.

2. **Right-Click and Choose "Unhide":**

   - Right-click on the selected columns.

   - Choose "Unhide" from the context menu.

Unhide Specific Columns:

1. **Select the Entire Worksheet:**

   - Click the square between the row numbers and column letters (where the row numbers and column letters meet) to select the entire worksheet.

2. **Use Ribbon Options:**

   - Go to the "Home" tab on the ribbon.

   - In the "Cells" group, click on "Format."

   - Choose "Hide & Unhide" and then select "Unhide Columns."

3. **Select the Columns to Unhide:**

   - In the Unhide Columns dialog box, select the columns you want to unhide.

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

	A	B	C	D	E
1	Product	Price	Quantity		
2	Product A	500	1		
3	Product B	632	2		
4	Product C	566	5		
5	Product D	223	6		
6	Product E	2533	7		
7	Product F	232	4		
8	Product G	332	8		
9	Product H	256	6		
10	Product I	2245	4		
11	Product J	236	8		
12	Product K	2500	2		
13	Product L	350	3		
14					
15	SUM	10605	56		
16	AVERAGE	883.75	4.666666667		
17	COUNT NUMBERS	12	12		
18	MIN	223	1		
19	MAX	2533	8		
20					
21					

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