**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.**

1. 1.AutoSum: SUM - Calculates the sum of a set of values in a column or row.
2. 2.Recently Used: SWITCH - Evaluates an expression against a list of values and returns the result corresponding to the first matching value.
3. 3.Text: LEFT - Returns a specified number of characters from the beginning of a text string.
4. Date & Time: NOW - Returns the current date and time as a datetime value.
5. Logical: IF - Evaluates a condition and returns one value if the condition is true, and another value if the condition is false.
6. Math & Trig: ROUND - Rounds a number to a specified number of decimal places.
7. Lookup & Reference: VLOOKUP - Looks up a value in a table and returns a corresponding value in the same row.
8. Engineering: CONVERT - Converts a number from one measurement system to another.
9. Statistical: AVERAGE - Calculates the arithmetic mean of a set of values in a column or row.
10. Database: FILTER - Filters a table based on a given condition or set of conditions.

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

In Excel, there are several ways to select columns and rows:

1. Select a single column or row: To select a single column or row, click on the column or row header (the letter for columns or number for rows) on the left or top of the sheet.
2. Select multiple adjacent columns or rows: To select multiple adjacent columns or rows, click and drag the cursor over the headers of the columns or rows you want to select.
3. Select multiple non-adjacent columns or rows: To select multiple non-adjacent columns or rows, hold down the Ctrl key on your keyboard and click on the headers of the columns or rows you want to select.
4. Select all columns or rows: To select all columns or rows in a sheet, click on the Select All button located in the top-left corner of the sheet.
5. Select a range of cells: To select a range of cells, click and drag the cursor over the cells you want to select.
6. Select all cells in a sheet: To select all cells in a sheet, click on the Select All button located in the top-left corner of the sheet and then click and drag the cursor over the cells you want to select.

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

In Excel, you can use AutoFit to adjust the width of a column or the height of a row by selecting the column or row you want to adjust and then double-clicking on the boundary of the column or row header. Alternatively, you can use the "AutoFit Column Width" or "AutoFit Row Height" options in the "Format" menu to adjust the width or height of multiple columns or rows at once.

In Power BI, you can use AutoFit to adjust the width of a column by clicking on the boundary of the column header and dragging it to the desired width, or by selecting the column and then using the "AutoFit Column" option in the "Format" menu.

AutoFit is a useful feature because it can help you to present your data more clearly and effectively, by ensuring that all of the data in a column or row is visible without the need for manual adjustments. This can save time and effort when working with large datasets, and can help to ensure that your reports and dashboards are as user-friendly as possible.

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

1. To insert a row, select the row below where you want to insert the new row. To insert a column, select the column to the right of where you want to insert the new column.
2. Right-click on the selected row or column and select "Insert" from the drop-down menu. Alternatively, you can use the "Insert" command from the "Home" tab on the ribbon, and then choose whether you want to insert a row or a column.
3. A new row or column will be inserted into the selected location in the table, and any existing data in the table will be shifted accordingly.
4. If you need to insert multiple rows or columns at once, you can select the same number of existing rows or columns as you want to insert, and then follow the same steps to insert the new rows or columns.

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

To hide a column:

1. Select the column or columns that you want to hide.
2. Right-click on the selected column(s) and choose "Hide" from the context menu, or click on the "Hide" option in the "Cells" group on the "Home" tab of the ribbon.
3. The selected column(s) will be hidden from view.

To unhide a column:

1. Select the columns on either side of the hidden column(s).
2. Right-click on the selected columns and choose "Unhide" from the context menu, or click on the "Format" option in the "Cells" group on the "Home" tab of the ribbon, then choose "Hide & Unhide" and "Unhide Columns".
3. The hidden column(s) will be restored to view.

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

functions available in the AutoSum command.

1. First, create a table by selecting a range of cells in the worksheet and pressing "Ctrl + T" or clicking on "Format as Table" under the "Home" tab on the ribbon. Choose a style and make sure to check the box for "My table has headers" if your table has column headers.

Enter some data into the table, such as the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Sum a Column | | |  |
|  | Jan | Feb |  |
| Apples | $120 | $320 |  |
| orange | $200 | $250 |  |
| lamon | $150 | $200 |  |
| mango | $300 | $500 |  |
| SUM = |  | $ |  |
|  |  |  |  |
| Sum a row | | | |
|  | Jan | Feb | SUM |
| Apples | $120 | $320 |  |
| orange | $200 | $250 |  |
| lamon | $150 | $200 |  |
| mango | $300 | $500 |  |

1. To use the AutoSum command, click on an empty cell below the column of data that you want to sum. Then, click on the "AutoSum" button in the "Editing" group on the "Home" tab of the ribbon.
2. Excel will try to guess which cells you want to sum by selecting the contiguous range of cells directly above the empty cell. If this is correct, press "Enter" to accept the formula and display the sum in the empty cell.
3. If Excel guessed incorrectly, you can manually select the cells to sum by dragging your cursor over them, or by typing the cell range into the formula bar.
4. You can also use other functions available in the AutoSum command, such as Average, Max, Min, and Count. To access these functions, click on the arrow next to the AutoSum button and choose the desired function from the drop-down menu.
5. For example, to calculate the average price of the products in the table, click on an empty cell below the "Price" column, click on the arrow next to the AutoSum button, and choose "Average". Excel will automatically select the cells to average and display the result in the empty cell.
6. You can use these functions to perform various calculations on your table data, and Excel will automatically update the results as you add, remove, or modify data in the table.

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