

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. Here are examples of functions available in different dropdowns within the Insert Function dialog box in Excel:

- **AutoSum:**

SUM: Adds a range of cells.

AVERAGE: Calculates the average of a range of cells.

COUNT: Counts the number of cells that contain numbers.

MAX: Returns the largest value in a range of cells.

MIN: Returns the smallest value in a range of cells.

- **Recently Used:**

VLOOKUP: Searches for a value in the leftmost column of a table and returns a value in the same row from a specified column.

IF: Checks if a condition is met and returns one value if true and another value if false.

CONCATENATE: Combines multiple text strings into one.

PMT: Calculates the periodic payment for a loan with a fixed interest rate and constant payments.

SUBTOTAL: Calculates a subtotal for a range using a specified function (e.g., SUM, AVERAGE) and can include or exclude hidden values.

- **Financial:**

NPV: Calculates the net present value of an investment based on a series of cash flows and a discount rate.

IRR: Calculates the internal rate of return for an investment based on a series of cash flows.

FV: Calculates the future value of an investment based on a fixed interest rate and a series of periodic payments.

PV: Calculates the present value of an investment based on a fixed interest rate and a series of future payments.

- **Text:**

LEFT: Extracts a specified number of characters from the beginning of a text string.

RIGHT: Extracts a specified number of characters from the end of a text string.

MID: Extracts a specified number of characters from the middle of a text string.

LEN: Returns the length of a text string (the number of characters).

CONCAT: Combines multiple text strings or values into one.

- **Date & Time:**

TODAY: Returns the current date.

NOW: Returns the current date and time.

DATE: Creates a date using the provided year, month, and day values.

YEAR: Extracts the year from a date.

MONTH: Extracts the month from a date.

These are just a few examples of functions available in different dropdowns within the Insert Function dialog box in Excel. The specific functions available may vary depending on the version of Excel you are using.

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

Ans. In Excel, there are several ways to select columns and rows. Here are the different methods you can use:

- **Click and Drag:**

To select a single column: Position your cursor on the column header (the letter at the top), click and hold the left mouse button, then drag the cursor to the right or left to select the desired column(s).

To select a single row: Position your cursor on the row header (the number at the left), click and hold the left mouse button, then drag the cursor up or down to select the desired row(s).

- **Keyboard Shortcut:**

To select a column: Move your cursor to any cell within the column and press "Ctrl + Spacebar" on your keyboard.

To select a row: Move your cursor to any cell within the row and press "Shift + Spacebar" on your keyboard.

- **Column/Row Header Click:**

To select a single column: Simply click on the column header (the letter at the top).

To select a single row: Simply click on the row header (the number at the left).

- **Select All:**

To select the entire column(s): Position your cursor on any cell within the column(s) and press "Ctrl + Shift + Spacebar" on your keyboard.

To select the entire row(s): Position your cursor on any cell within the row(s) and press "Shift + Spacebar" on your keyboard.

- **Range Selection:**

To select multiple columns or rows that are not adjacent: Hold down the "Ctrl" key on your keyboard and click on the column/row headers of the desired columns/rows.

To select a rectangular range of cells: Click and hold the left mouse button on a cell, drag the cursor to another cell, and release the mouse button.

- **Name Box:**

To select a specific range using the Name Box: Enter the cell range (e.g., A1:B10) directly into the Name Box and press "Enter" on your keyboard.

These are some of the different ways to select columns and rows in Excel.

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

Ans. AutoFit is a feature in Excel that allows you to automatically adjust the width of a column or the height of a row to fit the contents within it. It helps in ensuring that the data is fully visible without truncation or requiring manual adjustment.

Here's why we use AutoFit in Excel:

- **Visibility:** By using AutoFit, you can ensure that the entire content of a cell is visible without it being cut off or displayed as ##### due to insufficient column width or row height.
- **Readability:** AutoFit helps in improving the readability of the data by adjusting the column width or row height to accommodate the text, numbers, or other contents in a cell. This makes it easier to view and understand the information in the spreadsheet.

- **Professional Presentation:** When creating reports, presentations, or sharing Excel files with others, AutoFit ensures that the data is well-presented and easily readable, enhancing the professional appearance of the document.
- **Efficiency:** Instead of manually adjusting the column width or row height to fit the content, AutoFit provides a quick and convenient way to automatically adjust multiple columns or rows at once. This saves time and effort when working with large datasets or when frequent adjustments are needed.

AutoFit adjusts the column width or row height based on the longest content in the respective column or row, ensuring that all the data is visible without any truncation.

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

Ans. To insert new rows and columns into an existing table in Excel, you can follow these steps:

Select a cell within the table where you want to insert the new row or column.

- To insert a new row:

Right-click on the selected cell, and from the context menu, choose "Insert" and then "Entire Row". A new row will be inserted above the selected cell, shifting the existing rows downward.

Alternatively, you can use the ribbon menu. Go to the "Home" tab, click on the "Insert" button in the "Cells" group, and select "Insert Sheet Rows". This will insert a new row above the selected cell.

- To insert a new column:

Right-click on the selected cell, and from the context menu, choose "Insert" and then "Entire Column". A new column will be inserted to the left of the selected cell, shifting the existing columns to the right.

Alternatively, you can use the ribbon menu. Go to the "Home" tab, click on the "Insert" button in the "Cells" group, and select "Insert Sheet Columns". This will insert a new column to the left of the selected cell.

By following these steps, you can insert new rows and columns into an existing table in Excel.

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

Ans. To hide and unhide columns in Excel, you can use the following steps:

- To Hide Columns:

Select the column(s) that you want to hide. You can do this by clicking on the column header (the letter at the top) of the first column and dragging the selection to include the desired column(s).

Right-click on the selected column(s) and choose "Hide" from the context menu. The selected column(s) will be hidden, and the remaining columns will adjust accordingly.

Alternatively, you can use the keyboard shortcut "Ctrl + 0" (zero) to hide the selected column(s).

- To Unhide Columns:

Select the columns adjacent to the hidden columns. For example, if you have hidden column C, select columns B and D by clicking on their headers.

Right-click on the selected columns and choose "Unhide" from the context menu. The hidden column(s) will be restored, and they will become visible again.

Alternatively, you can use the keyboard shortcut "Ctrl + Shift + 0" (zero) to unhide the selected column(s).

By following these steps, you can easily hide and unhide columns in Excel to control the visibility of specific data in your worksheet.

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

Ans. Here's an example of an appropriate table within a worksheet where we'll use different functions available in the AutoSum command:

Open Excel and create a new worksheet.

Create a table with the following structure:

A	B	C	D
Item	Quantity	Price	Total
Item 1	10	5	
Item 2	15	3.50	
Item 3	8	2.75	

In cell D2, which is the first cell under the "Total" column, use the AutoSum command to calculate the total of the "Quantity" column. Here's how:

Select cell D2.

Go to the "Home" tab on the ribbon.

Click on the "AutoSum" button in the "Editing" group (it looks like the Greek letter sigma (Σ)).

Excel will automatically select the range of cells above (B2:B4) and display the sum in cell D2. Press Enter to confirm.

In cell D5, use the AutoSum command to calculate the total of the "Price" column. Here's how:

Select cell D5.

Click on the "AutoSum" button.

Excel will automatically select the range of cells above (C2:C4) and display the sum in cell D5. Press Enter to confirm.

In cell D6, use the AutoSum command to calculate the total of the "Total" column. Here's how:

Select cell D6.

Click on the "AutoSum" button.

Excel will automatically select the range of cells above (D2:D4) and display the sum in cell D6. Press Enter to confirm.

Now you have a table with calculated totals using the AutoSum command for the "Quantity," "Price," and "Total" columns. The AutoSum command automatically selects the range and applies the appropriate function to calculate the sum.

You can further customize the table by formatting the cells, adding borders, and applying additional calculations as per your requirements.