**Excel Assignment – 7**

Q1. 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.

Answer: The Function Library Group allows the user to utilize all of the formulas in Excel. The function is automatically inserted in the cell that is selected. \AutoSum adds multiple cells together. After selecting **AutoSum -** Excel intelligently guesses the range for your calculation based upon the cells around the insertion point. The user can change the cell location in the address bar. If the user wants other frequently used commands for multiple cells, they can select the more options arrow in AutoSum. A list of options will generate. **For example - Average** calculates the sum of all the selected cells divided by the number of cells selected to find the average. **Count** **Numbers** allows the user to quickly calculate the number of cells included. **Max** determines the largest number in the group, and **Min** calculates the smallest number. More Functions launches the **Functions Arguments** box to allow for more options to search for a function in all categories of Excel.

## Logical Functions - Logical functions are used to compared data in different cells. Depending on the logical functions used, excel populates the cell with the logical formula as TRUE or FALSE depending on the calculation of the formula.

**For example -** [**AND function**](https://support.office.com/en-us/article/and-function-5f19b2e8-e1df-4408-897a-ce285a19e9d9) Returns TRUE if all of its arguments are TRUE. [**FALSE function**](https://support.office.com/en-us/article/false-function-2d58dfa5-9c03-4259-bf8f-f0ae14346904)Returns the logical value FALSE. [**IFERROR function**](https://support.office.com/en-us/article/iferror-function-c526fd07-caeb-47b8-8bb6-63f3e417f611)Returns a value you specify if a formula evaluates to an error; otherwise, returns the result of the formula

## Date & Time Function - Date & Time functions calculate numbers into dates. There are many options available to return the date as desired from a variety of data sets.

## For example - [****DATE function****](https://support.office.com/en-us/article/date-function-e36c0c8c-4104-49da-ab83-82328b832349)Returns the serial number of a particular date. For example - [****DAYS360 function****](https://support.office.com/en-us/article/days360-function-b9a509fd-49ef-407e-94df-0cbda5718c2a)Calculates the number of days between two dates based on a 360-day year. [****DATEDIF function****](https://support.office.com/en-us/article/datedif-function-25dba1a4-2812-480b-84dd-8b32a451b35c)Calculates the number of days, months, or years between two dates. This function is useful in formulas where you need to calculate an age.[****YEAR function****](https://support.office.com/en-us/article/year-function-c64f017a-1354-490d-981f-578e8ec8d3b9) Converts a serial number to a year.

## Lookup & Reference Formulas - Lookup and Reference formulas allow you to work with large sets of data, and especially useful when you need to reference between multiple data sets. They can provide information about a range of data, find the location of a given address or value, or look up certain values in a large set of data. For example - [****ADDRESS** **function****](https://support.office.com/en-us/article/address-function-d0c26c0d-3991-446b-8de4-ab46431d4f89) Returns a reference as text to a single cell in a worksheet. [****FILTER function****](https://support.office.com/en-us/article/filter-function-f4f7cb66-82eb-4767-8f7c-4877ad80c759) ****-**** Filters a range of data based on criteria you define. [****HYPERLINK function****](https://support.office.com/en-us/article/hyperlink-function-333c7ce6-c5ae-4164-9c47-7de9b76f577f)Creates a shortcut or jump that opens a document stored on a network server, an intranet, or the Internet.

Q2. What are the different ways you can select columns and rows?

**Use Shortcut Keys to Select Rows**

1. Click on a worksheet cell in the row to be selected to make it the [active cell](https://www.lifewire.com/active-cell-definition-3123375).
2. Press and hold the **Shift** key on the keyboard.
3. Press and release the **Spacebar** key on the keyboard.
4. Release the **Shift**key.
5. All cells in the selected row are highlighted; including the [row header](https://www.lifewire.com/column-and-row-headings-3123610).

**Use Shortcut Keys to Select Additional Rows**

1. Press and hold the **Shift** key on the keyboard.
2. Use the**Up**or **Down**arrow keys on the keyboard to select additional rows above or below the selected row.
3. Release the **Shift**key when you've selected all the rows.

**Use the Mouse to Select Additional Rows**

1. Place the mouse pointer on the **row number** in the row header.
2. Click and hold the **left mouse button**.
3. Drag the **mouse pointer** up or down to select the desired number of rows.

Q3. What is AutoFit and why do we use it?

Answer - 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. It let’s you easily change the size of one or multiple columns or rows on a spreadsheet.

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

Answer – Select column where you want to add the new column, click on the insert option under home tab, select **Insert sheet column** OR Select column where you want to add the new column, then **Right click** and select **Insert** button. Similarly select the Row where you want to add the new row, then click on the insert option under home tab – Select **Insert sheet row** OR select the row where you want to add the new row, then **Right click** and select **Insert** button.

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

* Select the row(s) or column(s) you want to hide.
* Click the **Format** button under the Home tab.
* Select **Hide & Unhide**.
* Select **Hide Rows** or **Hide Columns**.
* **OR** select the row(s) or column(s) you want to hide and right click on the mouse to click on the hide option.

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

functions available in the AutoSum

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Total (Sum) | Average | Count Numbers | MAX | MIN |
| Mr A | 40 | 21 | 20 | 20 | 20 |
| Mr B | 45 | 14 | 30 | 30 | 30 |
| Ms C | 34 | 10 | 40 | 40 | 40 |
| Mr D | 26 | 22 | 10 | 10 | 10 |
| Mr E | 30 | 43 | 5 | 5 | 5 |
| Mr F | 23 | 50 | 12 | 12 | 12 |
| Mr G | 45 | 33 | 42 | 42 | 42 |
| Mr H | 50 | 44 | 31 | 31 | 31 |
| Mr I | 44 | 22 | 21 | 21 | 21 |
| Mr J | 28 | 11 | 41 | 41 | 41 |
| UsedAutoSum(Function) | **365** | **27** | **10** | **42** | **5** |