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.

   Here are some examples of functions available in the different dropdowns present in the Function Library using the Insert Function feature in Excel:

   - **AutoSum**: This dropdown contains several common functions that are used to sum numbers in a range, including SUM, AVERAGE, COUNT, and MAX/MIN. For example, you can select "SUM" to add up a range of numbers automatically.
   - **Recently Used**: This dropdown displays a list of recently used functions. For example, if you recently used the IF function, it will be displayed in this dropdown.
   - **Text**: This dropdown contains functions that are used to manipulate text, such as CONCATENATE, LEFT, RIGHT, MID, and TRIM. For example, you can use the CONCATENATE function to join two or more cells into one cell.
   - **Date & Time**: This dropdown contains functions that are used to work with dates and times, such as DATE, DAY, MONTH, YEAR, HOUR, MINUTE, and SECOND. For example, you can use the NOW function to insert the current date and time into a cell.
   - **Lookup & Reference**: This dropdown contains functions that are used to look up data in a table, such as VLOOKUP, HLOOKUP, INDEX, and MATCH. For example, you can use the VLOOKUP function to search for a value in a table and return a corresponding value from a specified column.
   - **Math & Trig**: This dropdown contains functions that are used to perform mathematical calculations, such as ABS, SQRT, POWER, ROUND, and LOG. For example, you can use the ROUND function to round a number to a specific number of decimal places.
   - **Statistical**: This dropdown contains functions that are used to perform statistical calculations, such as AVERAGE, STDEV, VAR, and MEDIAN. For example, you can use the AVERAGE function to calculate the average value of a range of numbers.
   - **Engineering**: This dropdown contains functions that are used in engineering applications, such as FV, NPV, and PMT. For example, you can use the PMT function to calculate the payment required for a loan based on the interest rate, number of payments, and principal amount.

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

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

- **Click on the row or column header**: To select a single row or column, simply click on its header. To select multiple rows or columns, click and drag the mouse across the headers.
- **Keyboard shortcuts**: You can use keyboard shortcuts to select rows or columns. To select a single row, press the Shift key and the Spacebar at the same time while the active cell is in that row. To select a single column, press the Ctrl key and the Spacebar at the same time while the active cell is in that column. To select multiple rows or columns, use the arrow keys to move to the first row or column you want to select, hold down the Shift key, and use the arrow keys to select additional rows or columns.
- **Select all rows or columns**: To select all rows, click on the row header for the first row and then press the Ctrl + Shift + Down Arrow keys. To select all columns, click on the column header for the first column and then press the Ctrl + Shift + Right Arrow keys.
- **Name box**: The Name Box is located to the left of the formula bar and displays the name of the active cell. You can use the Name Box to select entire rows or columns. To select a row, type the row number in the Name Box and press Enter. To select a column, type the column letter in the Name Box and press Enter.
- **Go To**: The Go To feature can be accessed by pressing the F5 key or by clicking on the Find & Select button in the Home tab of the Ribbon and selecting Go To. You can use Go To to select rows or columns based on specific criteria, such as all blank cells in a column or all cells containing a certain value.

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

In Excel, AutoFit is a feature that allows you to automatically adjust the width of a column or the height of a row to fit the contents of the cells. When you apply the AutoFit feature to a column or row, Excel will analyze the contents of the cells in that column or row and adjust the width or height accordingly.

AutoFit is useful when you are working with large amounts of data in a spreadsheet, especially when the text in the cells is too long or too short. By using AutoFit, you can quickly adjust the size of the column or row so that all of the text is visible and easy to read.

To use AutoFit, you can either:

- Double-click the right edge of the column header or the bottom edge of the row header to automatically adjust the width or height of the selected column or row to fit the contents of the cells.
- Select the column or row that you want to adjust, then go to the Home tab on the Ribbon and click the "Format" button in the "Cells" group. From the drop-down menu, select "AutoFit Column Width" or "AutoFit Row Height" depending on what you want to adjust.

Note that using AutoFit too frequently can make your spreadsheet look inconsistent and unprofessional. So, it's recommended to use it only when it's necessary to make the data easy to read and understand.

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

To insert new rows or columns into an existing table in Excel, follow these steps:

- Select the cell where you want to insert the new row or column.
- To insert a new row, right-click on the row number or header where you want to insert the row, and select "Insert" from the drop-down menu. Alternatively, you can go to the "Home" tab on the Ribbon, click the "Insert" button in the "Cells" group, and select "Insert Sheet Rows".
- To insert a new column, right-click on the column letter or header where you want to insert the column, and select "Insert" from the drop-down menu. Alternatively, you can go to the "Home" tab on the Ribbon, click the "Insert" button in the "Cells" group, and select "Insert Sheet Columns".
- The new row or column will be inserted above or to the left of the selected cell, and the table will automatically adjust to include the new row or column.

Note that when you insert a new row or column into a table, the formulas and formatting in the existing rows and columns will automatically extend to include the new row or column.

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

To hide and unhide columns in Excel, follow these steps:

To hide a column:

- Select the column or columns that you want to hide. You can do this by clicking on the column header, which is the letter at the top of the column.
- Right-click on the selected column header, and select "Hide" from the drop-down menu.

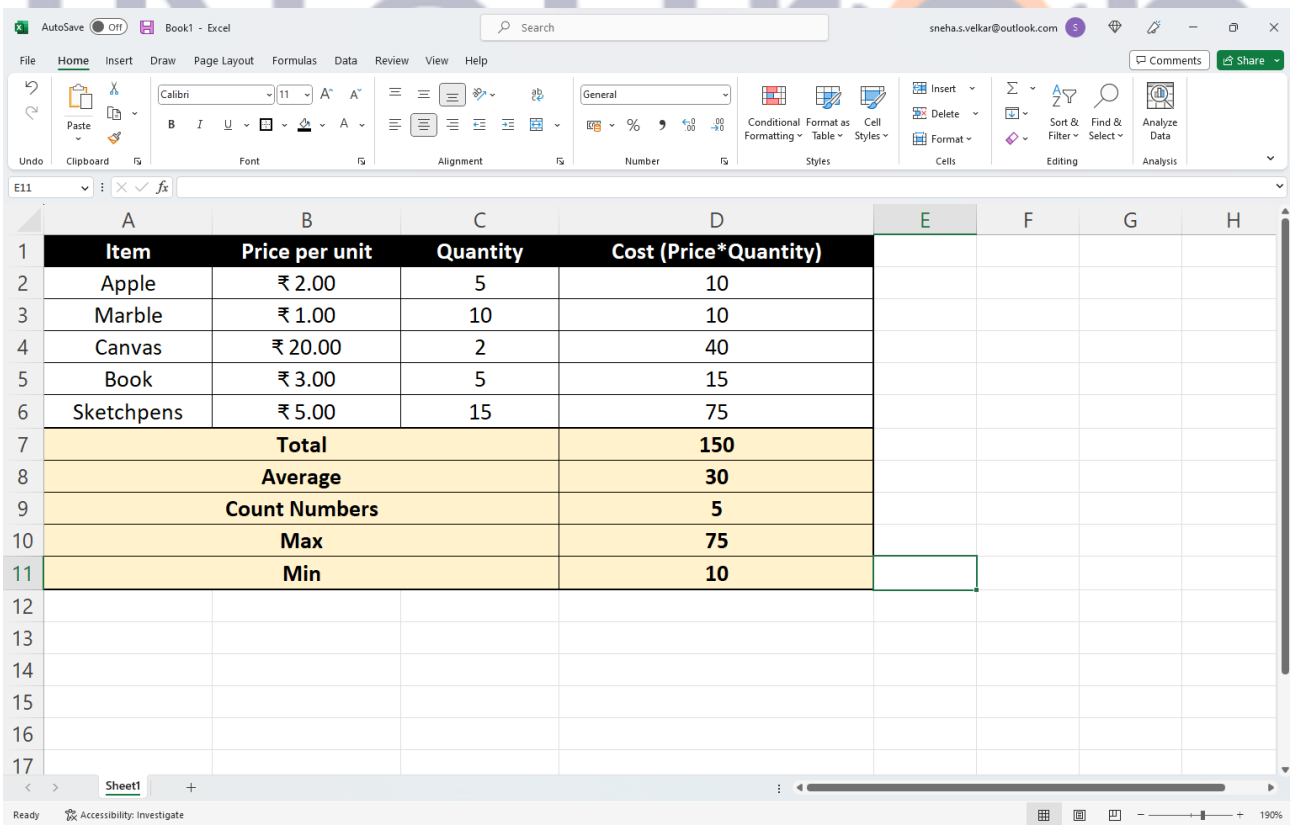
- Alternatively, you can also hide a column by selecting it and then going to the "Home" tab on the Ribbon, clicking the "Format" button in the "Cells" group, and selecting "Hide & Unhide" and then "Hide Columns".

To unhide a column:

- Select the columns on either side of the hidden column. For example, if you want to unhide column C, select columns B and D.
- Right-click on one of the selected column headers, and select "Unhide" from the drop-down menu.
- Alternatively, you can also unhide a column by selecting the columns on either side of the hidden column, going to the "Home" tab on the Ribbon, clicking the "Format" button in the "Cells" group, selecting "Hide & Unhide" and then "Unhide Columns".

Note that hidden columns can still be included in calculations and charts, and that you can also hide rows using similar steps.

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



	A	B	C	D	E	F	G	H
1	**Item**	**Price per unit**	**Quantity**	**Cost (Price*Quantity)**				
2	Apple	₹ 2.00	5	10				
3	Marble	₹ 1.00	10	10				
4	Canvas	₹ 20.00	2	40				
5	Book	₹ 3.00	5	15				
6	Sketchpens	₹ 5.00	15	75				
7	**Total**			**150**				
8	**Average**			**30**				
9	**Count Numbers**			**5**				
10	**Max**			**75**				
11	**Min**			**10**				
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In the above screenshot, we have a simple table that lists the price and quantity of various items, and calculates the total cost of each item using the formula =B2*C2 (which multiplies the price by the quantity). We then use the AutoSum command to quickly calculate the total cost of all the items by selecting cell D5 and clicking the

AutoSum button on the Ribbon. Excel will automatically select the range D2:D6 and insert the formula =SUM(D2:D6), which adds up the total cost of all the items in the table. This makes it easy to perform calculations and analyze data in Excel without having to manually enter each formula.