ASSIGNMENT-07

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.

Sol[n]. The various function present under the function library ribbon control is AutoSum, Recently Used, Date & Time, Logical, Text, Financial, Maths & Trigonometry etc are as follow:

SUM	Return the sum of the number in the range.
AVERAGE	Return average of the numbers in the range.
MIN	Return minimum number in the range.
MAX	Return maximum number in the range.
COUNT	Count the total number of cells containing numerical data.
SUMIF	Return the sum based on the conditions.
AND	Return TRUE if all conditions are true else FALSE.
OR	Return TRUE if any of the conditions is/are true else FALSE.
NOT	Check for opposite results and returns True for False conditions & False for True conditions.
LEFT	Return desired numbers of characters from left as provided.
RIGHT	Return desired numbers of characters from right as provided.
LEN	Return length of the characters and spaces in between.
CONCAT	Joins two or more text.
DATE	Returns date using year, month, day inputs.
TIME	Returns time using hour, minutes and seconds inputs.
NOW	Returns current date and time.
VLOOKUP/ HLOOKUP	Compare the values from left most column/top most rows and returns the corresponding values from the specified column/row.
MATCH	Compare the values and provide relative position of the cell.
INDEX	Returns the values by comparing the position of the row and column.
MEAN	Returns average/mean of the numbers in the range.
ROUND	Rounds the number to specified number of digits.

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

Sol[n]. There are various ways to select data in columns or rows:
- By referencing i.e., by type in the name box the ranges which want to be selected.
- By selecting the entire table by click and drag option.
- By using the key like "Ctrl" + "Shift" + "left" and the "Ctrl" + "Shift" + "down" to select the entire data.

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

Sol[n]. AutoFit option is use to automatically adjust the width or height the cells by using the autofit feature from the "format" option from the "cell" ribbon control found in the "Home" ribbon or, it can either be done by double clicking on the boundary between the two rows headings or columns headings.

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

Sol[n]. Insert cells/rows/columns options are present in "cell" ribbon control of the "Home" ribbon, alternatively we can use shortcut key as well for this purpose also i.e., "Ctrl" + "Shift" + "+".

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

Sol[n]. Hide and Unhide options are available in the "format" option of the "cell" ribbon control of the "Home" ribbon tab. We can also use shortcut key i.e., "Ctrl" + "9" for hide rows and "Ctrl" + "0" for hide the columns & for unhide rows "Ctrl" + "Shift" + "(" and for unhide the column "Ctrl" + "Shift" + ")" / "Alt" + "o" + "c" + "w".

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

Sol[n]. Click to See.