**Advance 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.**

Function dialog box in Excel:

1. AutoSum (Recently Used):
   * 1. SUM: Calculates the sum of a range of cells.
     2. AVERAGE: Calculates the average of a range of cells.
     3. COUNT: Counts the number of cells that contain numbers in a range.
     4. MAX: Returns the largest value from a range of cells.
     5. MIN: Returns the smallest value from a range of cells.
2. Recently Used:
   * 1. VLOOKUP: Searches for a value in the leftmost column of a table and returns a value in the same row from a specified column.
     2. IF: Returns one value if a condition is true and another value if it's false.
     3. CONCATENATE: Combines multiple text strings into one.
     4. PMT: Calculates the payment for a loan based on constant payments and a constant interest rate.
     5. RAND: Generates a random number between 0 and 1.
3. Text:
   * 1. LEFT: Returns a specified number of characters from the start of a text string.
     2. RIGHT: Returns a specified number of characters from the end of a text string.
     3. MID: Returns a specified number of characters from a text string, starting at a specified position.
     4. UPPER: Converts text to uppercase.
     5. LOWER: Converts text to lowercase.
4. Date & Time:
   * 1. TODAY: Returns the current date.
     2. NOW: Returns the current date and time.
     3. DATE: Returns the serial number of a particular date.
     4. YEAR: Returns the year from a given date.
     5. MONTH: Returns the month from a given date.
5. **What are the different ways you can select columns and rows?**

There are several ways to select columns and rows:

* 1. Select a Single Column or Row: To select a single column, click on the letter header of the desired column. To select a single row, click on the number header of the desired row.
  2. Select Multiple Columns or Rows: To select multiple adjacent columns or rows, click and drag the cursor across the column headers or row numbers.
  3. Select Non-Adjacent Columns or Rows: To select non-adjacent columns or rows, hold down the Ctrl key and click on the desired column headers or row numbers.
  4. Select Entire Column or Row: To select the entire column, move the cursor to the right of the column letter until it changes to a downward-facing arrow, and then click. To select the entire row, move the cursor below the row number until it changes to a right-facing arrow, and then click.
  5. Select Columns or Rows Using Keyboard Shortcut: To select columns or rows using keyboard shortcuts, you can use the Shift key along with the arrow keys. For example, to select multiple columns, select the first column header, hold down the Shift key, and press the right arrow key to extend the selection. Similarly, you can use the Shift key with the up or down arrow keys to select multiple rows.
  6. Select All Columns or Rows: To select all columns, click on the gray rectangle at the top-left corner where the column headers and row numbers intersect.

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

AutoFit is a feature in Excel that automatically adjusts the width of a column or the height of a row to fit the contents within it. It is used to ensure that the entire content of a cell is visible without truncation or wrapping.

* 1. Fit Text: When a column contains text that is wider than the column width, the text may be cut off and displayed as "###", later using Autofit the excel adjust to fit longest text in that column.
  2. Optimize Cell Display: AutoFit is useful when working with numbers or dates that are too wide for the default column width.
  3. Enhance Readability: It allows users to view the full content of the cells without having to manually adjust the column widths.
  4. Print Preparation: When preparing a spreadsheet for printing, AutoFit can be used to optimize the column widths so that the printed version displays the data neatly without any cut-off text or excessive white spaces.

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

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

* 1. Select the row or column where you want to insert the new row or column. To select an entire row, click on the row number header. To select an entire column, click on the column letter header.
  2. Right-click on the selected row or column to open the context menu.
  3. In the context menu, choose "Insert" to open a submenu.
  4. From the submenu, select either "Insert Rows Above" or "Insert Rows Below" to insert a new row, or select "Insert Columns Left" or "Insert Columns Right" to insert a new column. Choose the appropriate option based on your desired placement.

Alternatively, you can use the following keyboard shortcuts to insert rows and columns:

1. Insert Rows: Ctrl + Shift + "+".
2. Insert Columns: Ctrl + Shift + "+".
3. **How do you hide and unhide columns in excel?**

The keyboard shortcut to unhide rows in excel 2019 version:

* Press ctrl + 0 -> hide the columns.
* Select the column to unhide, Press ctrl +shift + 0.

This one is using standard way of hiding and unhiding columns in excel.

* Select the columns that you want to hide. To select multiple adjacent columns, click and drag across the column headers. To select non-adjacent columns, hold down the Ctrl key and click on the column headers of each column.
* Right-click on any selected column header to open the context menu.
* In the context menu, click on "Hide" or "Hide Columns" option. The selected columns will be hidden, and the remaining columns will adjust accordingly.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Quantity | Price | Total Price |
| Apple | 1 | 90000 | 90000 |
| Motorola | 2 | 14000 | 28000 |
| One Plus | 2 | 35000 | 70000 |
| Asus | 3 | 35000 | 105000 |
| Razor | 2 | 90000 | 180000 |
| Microsoft | 1 | 95000 | 95000 |
|  |  | Total SUM | 568000 |
|  |  | Average | 94666.67 |
|  |  | Total Count | 6 |
|  |  | Max Price | 180000 |
|  |  | Min Price | 28000 |

I have used most commonly used function in auto sum command.

* + Total Price =B2\*C2 -> multiplication.
  + Total Sum =SUM (D2:D7) -> addition.
  + Average=average (D2:D7) -> average.
  + Total Count =COUNT (D2:D7) -> count.
  + Total Max =MAX (D2:D7) -> maximum.
  + Total Min =MIN (D2:D7) -> minimum.