**Ineuron 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.**

**AutoSum:**

* **SUM**: Adds all the numbers in a range of cells.

**Recently Used:**

* **AVERAGE**: Calculates the average of a group of numbers.

**Text:**

* **CONCATENATE** (or **CONCAT** in newer versions): Joins several text strings into one string.

**Date & Time:**

* **TODAY**: Returns the current date.

**Financial:**

* **PMT**: Calculates the payment for a loan based on constant payments and a constant interest rate.

**Logical:**

* **IF**: Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

**Lookup & Reference:**

* **VLOOKUP**: Looks for a value in the first column of a table and returns a value in the same row from a column you specify.

**Math & Trigonometry:**

* **ROUND**: Rounds a number to a specified number of digits.

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

**Using Mouse:**

* Click on the column header (e.g., "A", "B") to select the entire column.
* Click on the row number (e.g., "1", "2") to select the entire row.

**Using Keyboard:**

* Press Ctrl + Space to select the entire column.
* Press Shift + Space to select the entire row.

**Using Name Box:**

* Type the range in the Name Box (e.g., A1:A10) and press Enter to select that range of cells.

**Q3. 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. We use it to ensure that all data in a cell is visible without manually adjusting the size of each column or row. This feature can be accessed by double-clicking the boundary line between column or row headers, or via the ribbon under the "Home" tab, in the "Cells" group, by selecting "Format" and then "AutoFit Column Width" or "AutoFit Row Height."

**Q4. How can you insert new rows and columns into the existing table?**

* **Using Mouse:**
  + Right-click on the row number where you want to insert a new row, and select "Insert."
  + Right-click on the column header where you want to insert a new column, and select "Insert."
* **Using Ribbon:**
  + Go to the "Home" tab, in the "Cells" group, click "Insert," and then choose either "Insert Sheet Rows" or "Insert Sheet Columns."

**Q5. How do you hide and unhide columns in excel?**

**To Hide Columns:**

Select the column(s) you want to hide.

Right-click and select "Hide," or go to the "Home" tab, in the "Cells" group, click "Format," then "Hide & Unhide," and select "Hide Columns."

**To Unhide Columns:**

Select the columns adjacent to the hidden column.

Right-click and select "Unhide," or go to the "Home" tab, in the "Cells" group, click "Format," then "Hide & Unhide," and select "Unhide Columns."

**Q6. Create an appropriate table within the worksheet and use different**

**functions available in the AutoSum command.**

