

Excel Assignment - 9

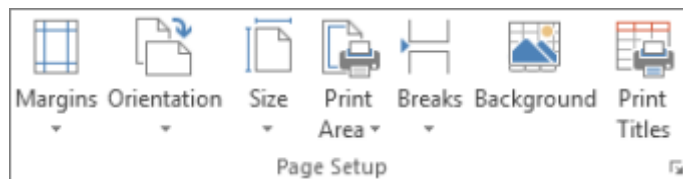
1. What are the different margins options and do we adjust the margins of the excel worksheet?

The different margin options are:

- Normal
- Wide
- Narrow
- We can also have custom margin

Yes, we do adjust the margins of the excel worksheet.

On the **Page Layout** tab, in the **Page Setup** group, click **Margins**.



Do one of the following:

- To use predefined margins, click **Normal**, **Wide**, or **Narrow**.
- To specify custom page margins, click **Custom Margins** and then—in the **Top**, **Bottom**, **Left**, and **Right** boxes—enter the margin sizes that you want.
- To set header or footer margins, click **Custom Margins**, and then enter a new margin size in the **Header** or **Footer** box. Setting either the header or footer margins changes the distance from the top edge of the paper to the header or from the bottom edge of the paper to the footer.
- To center the page horizontally or vertically, click **Custom Margins** and then, under **Center on page**, select the **Horizontally** or **Vertically** check box.

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

- Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.
- Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.
- To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

Excel's AutoFit feature is designed to automatically resize the 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.

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

Click where you want in your table to add a row or column and then click the Layout tab. To add rows, click insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

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

On the Home tab, in the Cells group, click format. Do one of the following:

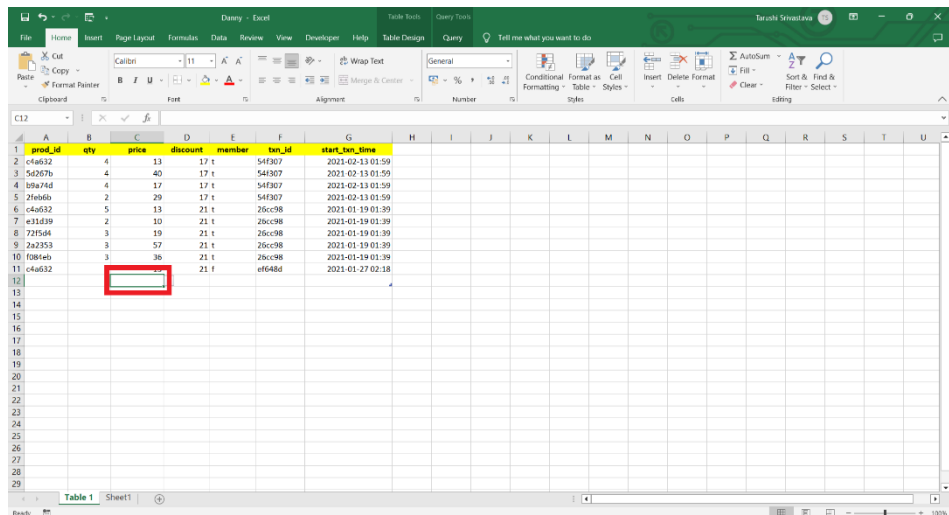
Under Visibility, click hide & Unhide, and then click Unhide Rows or Unhide Columns.

Under Cell Size, click Row Height or Column Width, and then in the Row Height or Column Width box, type the value that you want to use for the height or column width.

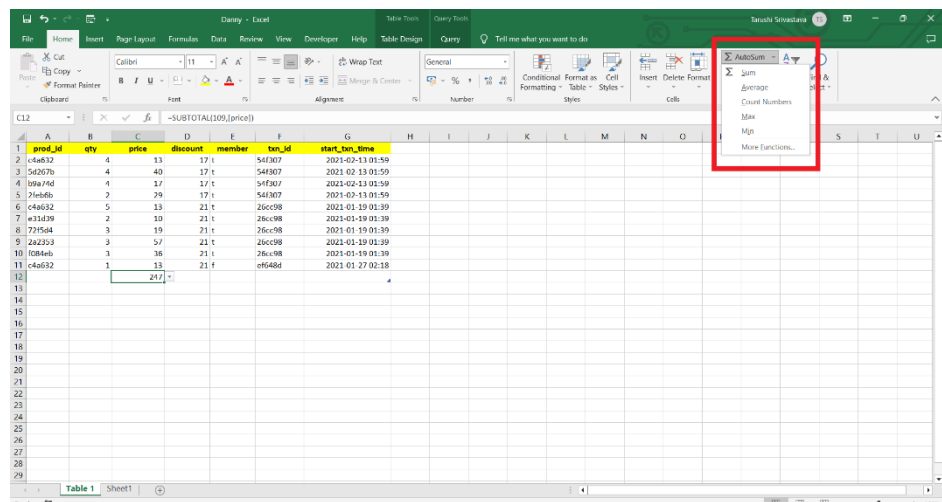
6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

To calculate Sum using AutoSum

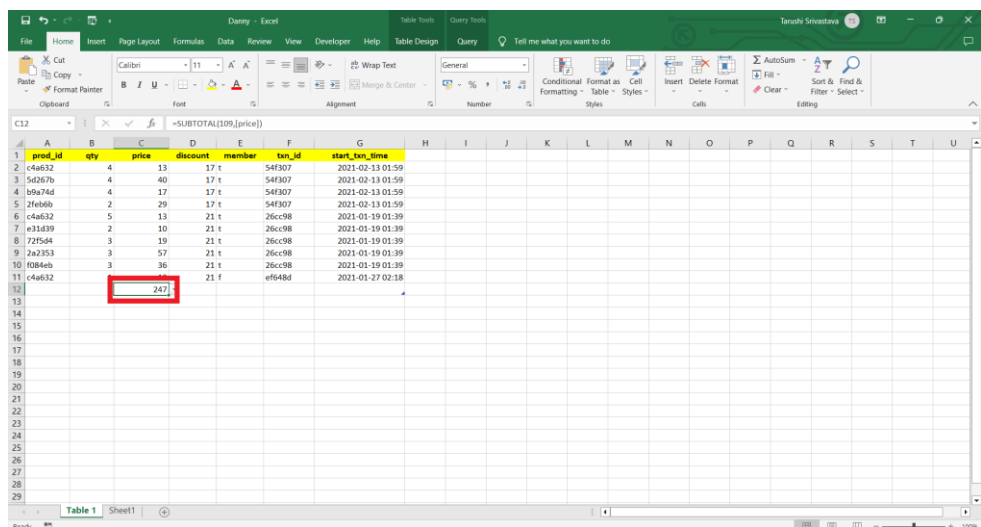
- Select the cell you want to calculate sum in



- Select AutoSum function from the home tab under editing section.

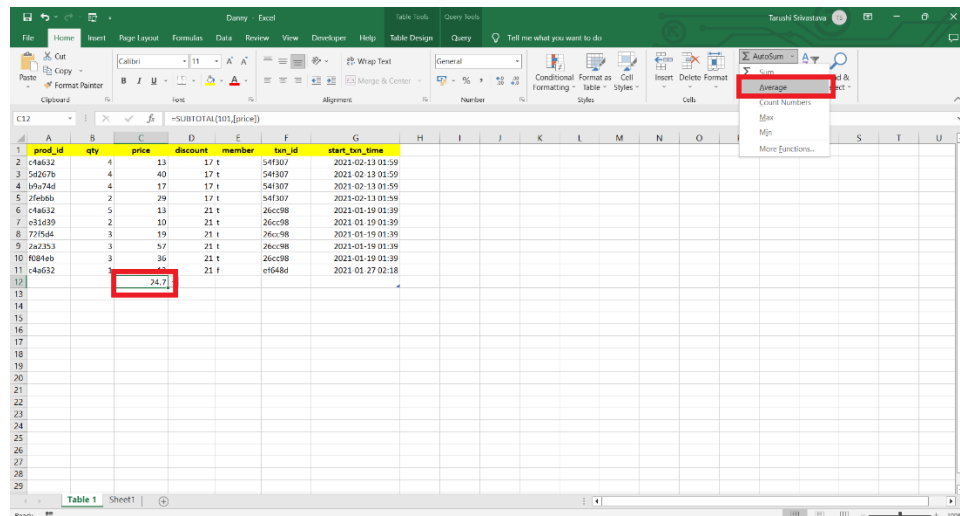


- Select Sum from the drop down.



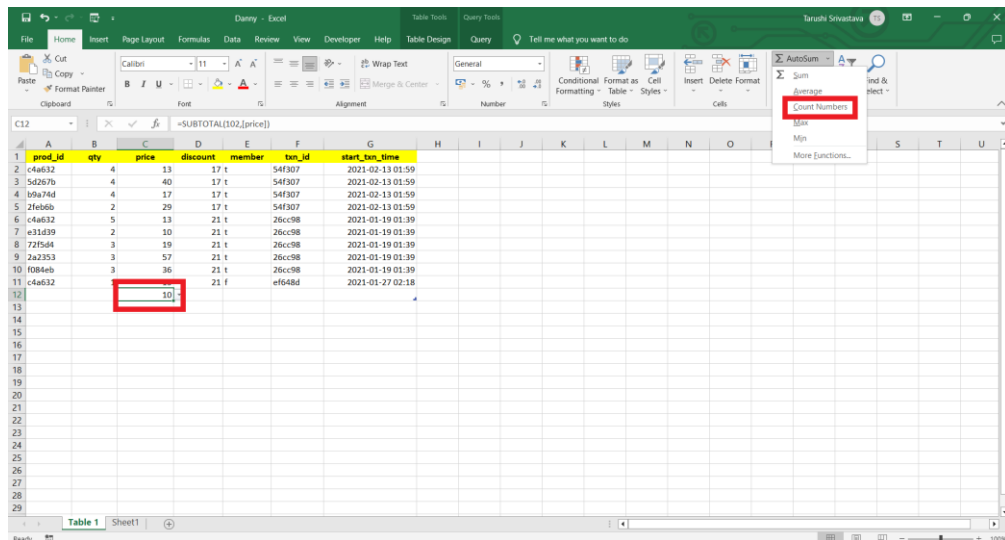
To calculate Average using AutoSum

- Select the cell you want to calculate average in
- Select AutoSum function from the home tab under editing section.
- Select Average from the drop down.



To count numbers using AutoSum

- Select the cell you want to count the numbers in
- Select AutoSum function from the home tab under editing section.
- Select Count Numbers from the drop down



We can use other functions in the same way.