Excel 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.

1. **SUM This function adds all the values of the cells in the argument**

2. **AVERAGE: This function determines the average of the values included in the argument. It calculates the sum of the cells and then divides that value by the number of cells in the argument.**

3. **COUNT: This function counts the number of cells with numerical data in the argument. This function is useful for quickly counting items in a cell range.**

4. **MAX: This function determines the highest cell value included in the argument.**

5. **MIN: This function determines the lowest cell value included in the argument.**

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

Ans : Ctrl + Space for columns. Shift + Space for rows.

Q3 : What is AutoFit and why do we use it?

Ans : AutoFit is a feature in Excel that lets you easily change the size of one or multiple columns or rows on a spreadsheet. It helps you make sure that all the data in every cell group is clearly visible.

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

Ans : To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right

Q5 : How do you hide and unhide columns in excel?

Ans : Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent. Right-click the selected columns, and then select Hide.

Q6 : Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

Ans :

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	omrrts	Customer_#	Order_Date	Product_#	Quantity	Unit_Price	Total_Cost	Order_Category										
2	101	10127	23-09-2015	Product 8	23	$8.00	$184.00	Large Order										
3	102	10041	10-11-2015	Product 1	6	$18.00	$108.00	Normal Order		sum	71044							
4	103	10044	29-03-2010	Product 10	19	$13.00	$247.00	Large Order		average	142.088							
5	104	10125	02-06-2014	Product 6	29	$4.00	$116.00	Large Order		count	500							
6	105	10034	21-10-2011	Product 6	30	$4.00	$120.00	Large Order		min	2							
7	106	10054	24-08-2013	Product 5	30	$12.00	$360.00	Large Order		max	540							
8	107	10075	02-03-2012	Product 3	24	$12.00	$288.00	Large Order										
9	108	10123	01-10-2011	Product 7	16	$9.00	$144.00	Large Order										
10	109	10036	28-11-2013	Product 3	13	$12.00	$156.00	Normal Order										
11	110	10017	29-08-2015	Product 7	17	$9.00	$153.00	Large Order										
12	111	10041	08-12-2015	Product 2	7	$12.00	$84.00	Normal Order										
13	112	10051	05-07-2010	Product 5	22	$12.00	$264.00	Large Order										
14	113	10057	31-01-2012	Product 3	25	$12.00	$300.00	Large Order										
15	114	10113	01-12-2011	Product 1	29	$18.00	$522.00	Large Order										
16	115	10123	06-08-2011	Product 6	17	$4.00	$68.00	Large Order										
17	116	10104	29-11-2015	Product 9	29	$2.00	$58.00	Large Order										

Customers   Oders   Phone_Numbers   Auto Fill   Other   ⊕