

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.

Ans: -

1. **AutoSum:**
 - Example: SUM - Adds up a range of numbers.
2. **Recently Used:**
 - Example: VLOOKUP - Searches for a value in a table and returns a corresponding value.
3. **Financial:**
 - Example: PMT - Calculates the payment for a loan based on constant payments and a constant interest rate.
4. **Logical:**
 - Example: IF - Returns one value if a condition is true and another if it's false.
5. **Text:**
 - Example: CONCATENATE - Joins together multiple text strings into one.
6. **Date & Time:**
 - Example: TODAY - Returns the current date.
7. **Lookup & Reference:**
 - Example: INDEX - Returns the value of a cell in a specified row and column of a range.
8. **Math & Trig:**
 - Example: ROUND - Rounds a number to a specified number of decimal places.
9. **Statistical:**
 - Example: AVERAGE - Calculates the average of a range of numbers.
10. **Engineering:**
 - Example: FV - Calculates the future value of an investment.

These are just a few examples from different function categories available in the Insert Function dialog in Excel. Each category offers various functions tailored to specific tasks.

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

Ans: -

Selecting Columns:

1. **Click on the Column Header:** Click on the lettered column header to select the entire column.

2. **Click and Drag:** Click on a cell in the column, then click and drag across the header row to select multiple columns.
3. **Ctrl + Space:** Press Ctrl and then press the Spacebar to select the entire column of the currently selected cell.

Selecting Rows:

1. **Click on the Row Header:** Click on the numbered row header to select the entire row.
2. **Click and Drag:** Click on a cell in the row, then click and drag down the row numbers to select multiple rows.
3. **Shift + Space:** Press Shift and then press the Spacebar to select the entire row of the currently selected cell.
4. **Ctrl + Shift + "+" (Plus Key):** Press Ctrl + Shift and then press the "+" (plus key) to insert a new row above the currently selected row.

These methods provide different ways to efficiently select columns and rows in Excel, depending on your specific needs and preferences.

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

Ans: -

"AutoFit" in Excel refers to the feature that automatically adjusts the width of a column or the height of a row to fit the contents within. It ensures that the text, numbers, or other data in the cells are fully visible without being cut off or truncated.

Why We Use AutoFit:

1. **Optimal Presentation:** AutoFit helps in presenting data neatly and clearly, especially when the content within cells varies in length.
2. **Readability:** Properly adjusted column widths and row heights enhance the readability of the spreadsheet, preventing the need to manually adjust each column or row.
3. **Data Accuracy:** AutoFit prevents cells from hiding valuable data, reducing the risk of errors due to missing or unreadable content.
4. **Efficiency:** It saves time compared to manually adjusting column widths and row heights for each cell.
5. **Consistency:** AutoFit ensures uniformity in the appearance of your worksheet.
6. **Dynamic Content:** As data changes or is added, AutoFit automatically adjusts the column widths and row heights to accommodate the new content.

In summary, AutoFit is used to improve the visual appeal, readability, and accuracy of Excel worksheets by automatically adjusting column widths and row heights to fit the contents of the cells.

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

Ans: -

You can easily insert new rows and columns into an existing table in Excel by following these steps:

Inserting New Rows:

1. **Select a Cell in the Row Above Where You Want to Insert:** Click on any cell in the row above where you want to insert the new row.
2. **Right-Click and Choose "Insert":** Right-click on the selected cell, and from the context menu that appears, choose "Insert."
3. **New Row Will Appear:** A new row will be inserted above the row you selected, and the table will automatically expand to include the new row.

Inserting New Columns:

1. **Select a Cell in the Column to the Right Where You Want to Insert:** Click on any cell in the column to the right of where you want to insert the new column.
2. **Right-Click and Choose "Insert":** Right-click on the selected cell, and from the context menu that appears, choose "Insert."
3. **New Column Will Appear:** A new column will be inserted to the left of the column you selected, and the table will automatically expand to include the new column.

By using these steps, you can efficiently add new rows and columns to your existing Excel table while maintaining the integrity of the table's formatting and functionality.

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

Ans: - To hide and unhide columns in Excel, follow these steps:

Hiding Columns:

1. **Select Columns:** Click on the column letter header to select the entire column or drag to select multiple columns.
2. **Right-Click and Choose "Hide":** Right-click on the selected column header(s), and from the context menu, choose "Hide."
3. **Columns are Hidden:** The selected columns will be hidden from view, but the data is still present.

Unhiding Columns:

1. **Select Adjacent Columns:** Click and drag to select columns on either side of the hidden columns.
2. **Right-Click and Choose "Unhide":** Right-click on the selected column headers, and from the context menu, choose "Unhide."
3. **Specific Column Unhide:** If you want to unhide a specific column, right-click on the column header to the left or right of the hidden column, and then choose "Unhide."
4. **Using the "Format" Menu:** Go to the "Home" tab, click on "Format" in the "Cells" group, and select "Hide & Unhide" > "Unhide Columns."

By following these steps, you can hide and unhide columns in Excel to control the visibility of certain data and enhance the organization of your spreadsheet.

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

Ans: -

Here's an example of how you can create a table in Excel and use different functions available in the AutoSum command:

Step 1: Create the Table

1. Open Excel and create a new worksheet.
2. Enter the following data into cells A1 to C6:
3. **Use Different Functions with AutoSum**

Items	Price	Quantity
Pen	10	12
Pencil	10	10
Book	30	15
Rubber	4	8
Sharpner	5	6
AutoSum Functions		Column2
Total Sum of price		59
Average of price		19.66666667
Count of items		5
Maximum Quantity		15
Minimum Quantity		6