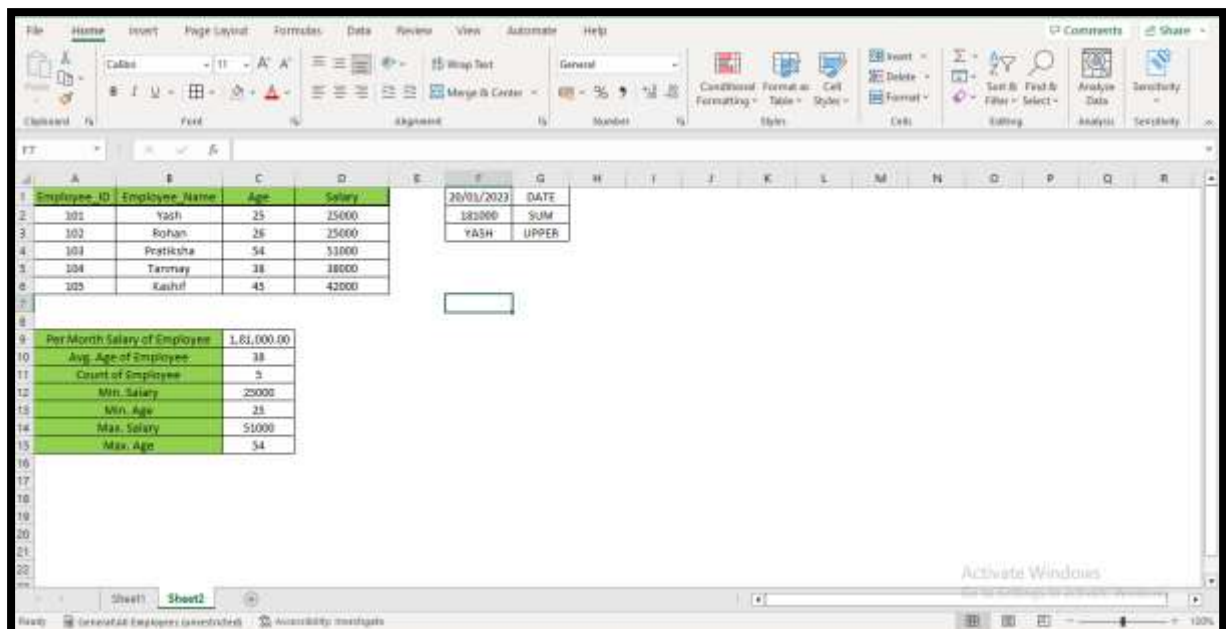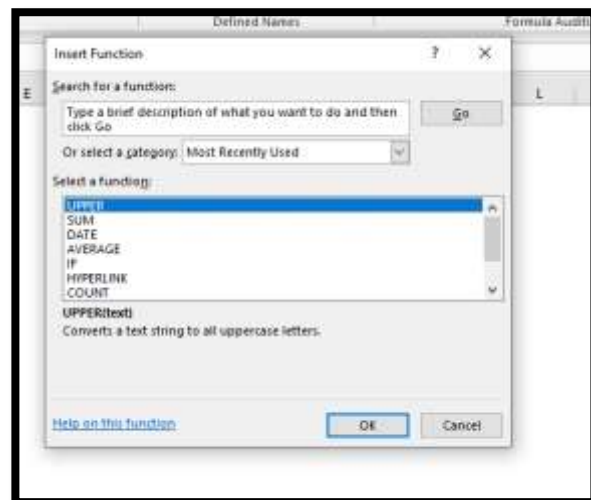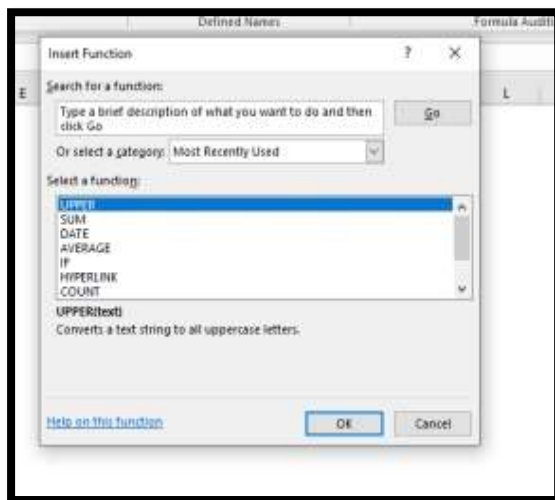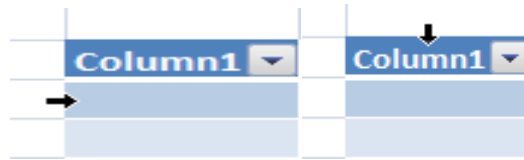# Excel Assignment – 7

## 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.

To use the insert function, go to the formulas tab in Excel > Check Insert Function and Function Library.

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

<u>By The Mouse:</u> if we have to select row 2 the bring cursor to row 2 and click the left button. Similar process for the columns as well.



<u>BY the Keyboard:</u> Select the wanted row and press the 'Ctrl +Shift+Right Arrow'.

For move cursor to the column and press the 'Ctrl+Shift+Down Arrow'. Note it select from the cursor position .

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

Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

Sometimes the length of data is more than default shell size of excel. Then it gets difficult to read and understand the data. That's why we use of AutoFit come in picture. It automatically adjusts the size of shell according to the length of data.

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

Select the position where you wanted to add rows and columns and go to

**HOME > Cells > Insert** and select **Insert Sheets <u>R</u>ows** or **Insert Sheets Columns** as per your requirement.

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

In sheet tab right click to any sheet opens the tab click <u>H</u>ide or <u>U</u>nhide as per need.

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

|   | A | B | C | D | E |
|---|---|---|---|---|---|
| 1 | Employee_ID | Employee_Name | Age | Salary | |
| 2 | 101 | Yash | 25 | 25000 | |
| 3 | 102 | Rohan | 26 | 25000 | |
| 4 | 103 | Pratiksha | 54 | 51000 | |
| 5 | 104 | Tanmay | 38 | 38000 | |
| 6 | 105 | Kashif | 45 | 42000 | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | Per Month Salary of Employee | | 1,81,000.00 | | |
| 10 | Avg. Age of Employee | | 38 | | |
| 11 | Count of Employee | | 5 | | |
| 12 | Min. Salary | | 25000 | | |
| 13 | Min. Age | | 25 | | |
| 14 | Max. Salary | | 51000 | | |
| 15 | Max. Age | | 54 | | |
| 16 | | | | | |