**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.**

* Area of circle
* 2D column, 3D column
* Pivot table, Pivot chart
* 2D,3D Pie
* 2D,3D Bar
* Stock, surface, Doughnut, bubble, radar

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

* Ctrl + Shift + arrow
* Mouse right click
* Crtl + Space
* Crtl + A

1. **What is AutoFit and why do we use it?**

It’s an option in format menu. Where data length is identified. We use autofit for whole data visibility in cell.

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

Right click on the row or column beside which we want to add new row or column. Click on insert option. Then select insert row or insert column option, Select how many column and rows you want to add. And click on ok

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

* Right Click on column which you want to hide
* Click on hide option

To Unhide

* Select adjacent column or select all column
* Right click
* Select unhide

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

**functions available in the AutoSum command.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grossery Items | Profit |  | AutSum Operations | Output |
| Hair oil | 8000 |  | Sum | 29000 |
| Shampoo | 3000 |  | Avg | 4833.333333 |
| Soap | 4000 |  | Max | 12000 |
| Dry fruits | 12000 |  | Min | 2000 |
| Coocies | 2000 |  |  |  |