

## Excel Assignment - 7

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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=>Some functions used in "Insert Function" dialog box.:

**a) Recently Used.:** shows functions that you have recently used.

**b) Financial.:** shows functions related to financial purpose.

**c) Statistical.:** shows functions related to Statistical purpose.

**d) Lookup and reference.:** eg. VLOOKUP` (Vertical Lookup)

Searches for a value in the first column of a table and returns a value in the same row from another column.

**e) Text.:** "CONCATENATE" Joins together multiple text strings

**f) Math and Trigonometry.:** "SUM" adds all the numbers in that range.

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

Ans=>

**Columns.:**

**a) Click and Drag.:** click on the column header that you want to select and drag across other column headers.

**b) Ctrl + Spacebar.:** "Ctrl + Spacebar" to select entire column.

**Rows.:**

**a) Click and Drag.:** click on the row header that you want to select and drag across other row headers.

**b) Shift + Spacebar.:** "Shift + Spacebar" to select entire row.

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

Ans=>

**a) AutoFit Column Width.:** Double click on the right boundary of the column header.

**b) AutoFit Row Height.:** Double click on the bottom boundary of the row header.

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

Ans=>

**a) Right Click.:** Right click on the row where you want to insert the new row, then choose "Insert".

**b) Ribbon Menu.:** Select anywhere in the row where you want to insert the a new row. In the "Home" tab in the "Cells" group, click "Insert" and choose "Insert Sheet Rows"

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

Ans=>

## Hide Columns

**a) Right Click.:** Right click on the column where you want to hide, from the context menu choose “Hide”.

**b) Ribbon Menu.:** Select anywhere in the column where you want to hide the a column. In the “Home” tab in the “Cells” group, click “Format” and choose “Hide Columns”

### ***Unhide Columns.:***

**a) Right Click.:** Right click on the column from the both side of the column that you want to unhide. Then right-click and choose unhide”

**b) Ribbon Menu.:** Select anywhere in the column where you want to hide the a column. In the “Home” tab in the “Cells” group, click “Format” and choose “Unhide Columns”

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

Ans=>

[illegible]