

# **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: Select All. Every function will display in alphabetical order in the Select a function box

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

Ans: click on any cell in the column and then press Ctrl + Space. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers

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

Ans: 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. AutoFit Column Width - changes the column width to hold the largest value in the column

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

Ans: Add a row or column

- (i) Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).
- (ii) To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

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

Ans: On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns

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

Ans: AutoSum is a special tool in Excel that allows you to quickly calculate the SUM of numbers within a worksheet.