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: Auto Sum

## The first icon on the left is AutoSum. Autosum adds multiple cells together. After selecting Autosum, Excel intelligently guesses the range for your calculation based upon the cells around the insertion point. The user can change the cell location in the address bar.

## Formula : =sum(d2:d6)

## Average : calculates the sum of all the selected cells divided by the number of cells selected to find the average. **Count** **Numbers** allows the user to quickly calculate the number of cells included

Count : This basic Excel function counts the numeric value in one or more cells or ranges.

=count(a1:a5)

### COUNTA

This formula counts the value in one or more cells (This will measure the cells irrespective of the number or text value).

=COUNTA(A1:A5)

### COUNTBLANK

This Excel basic function counts the blank value in the range. (Note: We will not consider only space in a cell a blank cell)

=COUNTBLANK(a1:a5)

### AVERAGE

This basic formula in Excel is used to get the value average in one or more cells or ranges.

=average(a1:a5)

## 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

## 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?

1. Ans: 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).
2. 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:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SALARY FOR GO DOWN LADIES FTM -FEBRUARY** | | | | | | | | | | | |
| **S.NO** | | **CODE** | | **NAME** | | **SALARLY** | | **DAYS** | | **TOTAL** | |
| 1 | | 1315 | | ANITHA | | 260 | | 25 | | 6500 | |
| 2 | | 1313 | | MUTHALAMMA | | 260 | | 25 | | 6500 | |
| 3 | | 1314 | | NAGMANI | | 260 | | 26 | | 6760 | |
| 4 | | 1417 | | ASHARANI | | 260 | | 26 | | 6760 | |
| 5 | | 1355 | | SAKUNTALA | | 260 | | 26 | | 6760 | |
|  | |  | |  | |  | | **SUM** | | **33280** | |
| **SALARY FOR SWEEPER FTM -FEBRUARY** | | | | | | | | | | |
| **S.NO** | **CODE** | | **NAME** | | **SALARLY** | | **DAYS** | | **TOTAL** | |
| 1 | 1392 | | PRAMILA | | 280 | | 24.5 | | 6860 | |
| 2 | 998 | | RATNAMMA | | 280 | | 26 | | 7280 | |
| 3 | 1574 | | ANITHA | | 260 | | 12 | | 3120 | |
| 4 | 1575 | | LAXMI NARASAMMA | | 260 | | 23 | | 5980 | |
|  |  | |  | |  | | **average** | | **5810** | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SALARY FOR CIVIL LABOUR MULCHAND FTM -FEBRUARY** | | | | | |
| **S.NO** | **CODE** | **NAME** | **SALARLY** | **DAYS** | **TOTAL** |
| 1 | 266 | MULLCHAND | 580 | 28 | 16240 |
| 2 | 573 | KHUMAN | 350 | 28 | 9800 |
| 3 | 71 | MALATHI | 320 | 28 | 8960 |
| 4 |  | COWSIL | 300 | 9 | 2700 |
|  |  |  |  |  | **37700** |
|  |  |  |  | **count** | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SALARY FOR CUTTER LADIES FTM -FEBRUARY** | | | | | |
| **S.NO** | **CODE** | **NAME** | **SALARLY** | **DAYS** | **TOTAL** |
| 1 | 1539 | MADHAVI | 270 | 23 | 6210 |
| 2 | 1540 | CHANDRA KHALA | 270 | 25 | 6750 |
| 3 | 1562 | SIVAMMA | 260 | 23 | 5980 |
| 4 | 1561 | KRISHNAVENI | 260 | 26 | 6760 |
|  |  |  |  | **max** | **6760** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SALARY FOR MENDING FTM -FEBRUARY** | | | | | |
| **S.NO** | **CODE** | **NAME** | **SALARLY** | **DAYS** | **TOTAL** |
| 1 | 1332 | GAURAMMA | 280 | 26 | 7280 |
| 2 | 1002 | GANGAMMA | 280 | 26 | 7280 |
| 3 | 1001 | BHAGAYAMMA | 280 | 21 | 5880 |
| 4 | 1029 | SHYAMALA | 280 | 24 | 6720 |
| 5 | 1523 | YASHODAMMA | 280 | 25 | 7000 |
|  |  |  |  | **MIN** | **5880** |