Excel Assignment - 7

Q.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 -

Excel Function Examples.

* AutoSum:

The AutoSum function automatically adds up a range of cells that you select. To use it, simply click on the cell where you want the sum to appear, then click on the AutoSum dropdown in the function library and select "Sum". Excel will then automatically select the range of cells above or to the left of the selected cell and add them up.

* Recently Used:

The Recently Used dropdown in the function library displays a list of the functions that you have used most recently. This makes it easy to quickly access functions that you use frequently. Simply click on the Recently Used dropdown and select the function you want to use.

* Text:

The Text dropdown in the function library includes a variety of functions that you can use to manipulate text in your Excel spreadsheets. For example, you can use the CONCATENATE function to join two or more strings of text together, or the LEFT and RIGHT functions to extract a specific number of characters from a string.

* Date & Time:

The Date & Time dropdown in the function library includes a variety of functions that you can use to work with dates and times in your Excel spreadsheets. For example, you can use the TODAY function to insert today's date into a cell, or the NETWORKDAYS function to calculate the number of workdays between two dates.

* Math & Trig:

The Math & Trig dropdown in the function library includes a variety of functions that you can use to perform mathematical operations in your Excel spreadsheets. For example, you can use the SUM function to add up a range of numbers, or the SQRT function to calculate the square root of a number.

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

Ans —

There are several ways to select columns and rows in Excel:

* Click and drag: You can click on the column or row header and drag your mouse to select multiple columns or rows. To select all columns or rows, click on the column or row header of the first column or row, and then press and hold down the "Shift" key while clicking on the last column or row.
* Keyboard shortcuts: You can use keyboard shortcuts to select columns and rows. For example, to select a single column, you can press the "Ctrl" key and the spacebar at the same time. To select a single row, you can press the "Shift" key and the spacebar at the same time. To select multiple columns or rows, you can use the same shortcuts while holding down the "Shift" key.
* Name box: You can use the name box to select columns and rows. Simply click on the name box (the box to the left of the formula bar that displays the cell reference), type in the reference for the columns or rows you want to select (e.g. "A:C" to select columns A through C, or "1:5" to select rows 1 through 5), and press "Enter".
* Go To dialog box: You can use the Go To dialog box to select columns and rows. Press "Ctrl" + "G" to open the dialog box, type in the reference for the columns or rows you want to select, and click "OK".
* Ribbon: You can also use the Ribbon to select columns and rows. Click on the "Home" tab, and then click on the "Format" dropdown in the Cells group. From there, you can select "Row Height" or "Column Width" to adjust the size of a single row or column, or select "AutoFit Row Height" or "AutoFit Column Width" to adjust the size of multiple rows or columns to fit their contents.

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

Ans —

AutoFit is a feature in Microsoft Excel that automatically resizes the width of columns and the height of rows to fit the contents of cells within them. This can be helpful when working with large amounts of data or when formatting tables and charts in Excel.

Using AutoFit can make your data more visually appealing and easier to read, as it helps to ensure that all of the data in each cell is visible without needing to manually adjust the column or row widths.

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

Ans - To insert new rows and columns into an existing table, you can use SQL commands. The specific command you will use depends on the database management system you are using. Here are some examples:

INSERT INTO table\_name (column1, column2, column3, ...) VALUES (value1, value2, value3, ...);

Here, table\_name is the name of the table you want to insert a new row into, and column1, column2, column3, etc. are the names of the columns you want to insert values into. value1, value2, value3, etc. are the values you want to insert into those columns.

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

Ans – To hide a column in Excel:

* Select the column or columns that you want to hide by clicking on the column header(s).
* Right-click on the selected column(s) and choose "Hide" from the context menu, or press the "Ctrl" + "0" shortcut keys.

To unhide a column in Excel:

* Select the adjacent columns to the hidden column(s) by clicking on the column header(s).
* Right-click on the selected column(s) and choose "Unhide" from the context menu, or press the "Ctrl" + "Shift" + "0" shortcut keys.
* If the hidden column is not adjacent to any other columns, you can still unhide it by selecting the entire worksheet. Go to the "Home" tab, click on the "Format" button, and choose "Hide & Unhide" from the drop-down menu. Then select "Unhide Columns" and select the hidden column from the list.

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

Ans – Open a new Excel worksheet.

* Enter the following data into cells A1 to C5:
* Click on cell A6 and enter the text "Total" in the cell.
* Click on cell B6 and then click on the AutoSum button (Σ) in the Home tab of the ribbon.
* Excel will automatically select the range of cells above the current cell as the range to sum. Press Enter to accept the default range and complete the AutoSum command.
* Click on cell A7 and enter the text "Maximum" in the cell.
* Click on cell B7 and then click on the AutoSum button again. This time, choose the Max function from the dropdown list of available functions. Excel will select the range of cells above the current cell as the range to find the maximum value. Press Enter to accept the default range and complete the AutoSum command.
* Click on cell A8 and enter the text "Minimum" in the cell.