EXCEL ASSIGNMENT 7

Q1. 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: Here are some examples of functions available in the different dropdowns present in the function library using the "Insert Function" feature in Excel:

1. AutoSum: This is a popular function used for quick calculation of totals in a range of cells. It is found under the "Recently Used" dropdown.
2. Text: This dropdown includes functions that are used for text manipulation such as LEFT, RIGHT, MID, CONCATENATE, UPPER, LOWER, PROPER, etc. For example, you can use the LEFT function to extract a specified number of characters from the left of a cell.
3. Date & Time: This dropdown includes functions that are used for working with dates and times. Functions in this category include TODAY, NOW, DATE, YEAR, MONTH, DAY, HOUR, MINUTE, SECOND, etc. For example, you can use the YEAR function to extract the year from a date.
4. Math & Trig: This dropdown includes functions used for mathematical calculations and trigonometry such as SUM, AVERAGE, MAX, MIN, ROUND, SQRT, SIN, COS, TAN, etc. For example, you can use the AVERAGE function to find the average of a range of numbers.
5. Lookup & Reference: This dropdown includes functions used for searching for specific values in a range of cells such as VLOOKUP, HLOOKUP, INDEX, MATCH, etc. For example, you can use the VLOOKUP function to look up a value in a table.
6. Logical: This dropdown includes functions used for logical comparisons and evaluations such as IF, AND, OR, NOT, etc. For example, you can use the IF function to evaluate a condition and return a value based on whether the condition is true or false.

Q2. What are the different ways you can select columns and rows?

Ans: There are different ways to select columns and rows:

1. Click on the column or row header: To select a single column or row, you can simply click on the corresponding column or row header. The header is the letter or number that appears at the top of a column or to the left of a row.
2. Drag to select multiple columns or rows: To select multiple columns or rows, you can click and hold on the column or row header and then drag your mouse to select the desired range.
3. Use keyboard shortcuts: To select a column, you can press the "Ctrl" key and the spacebar at the same time. To select a row, you can press the "Shift" key and the

spacebar at the same time. To select a range of columns or rows, you can use the arrow keys to move to the first column or row in the range, hold down the "Shift" key, and then use the arrow keys to move to the last column or row in the range.

4. Use the Name Box: The Name Box is located to the left of the Formula Bar and displays the cell reference of the selected cell or range. To select a column or row using the Name Box, you can type the column letter or row number into the Name Box and then press "Enter".
5. Use the Go To feature: The Go To feature allows you to quickly select a specific column or row by entering its reference into the "Reference" box. To access the Go To feature, you can press "Ctrl + G" on your keyboard or click on the "Find & Select" button in the "Editing" group of the "Home" tab and select "Go To...".

Q3. What is AutoFit and why do we use it?

Ans: AutoFit is a feature in Excel that allows you to automatically adjust the width of a column or the height of a row to fit the contents of the cells. It is used when the data in a cell or a range of cells is too wide or too tall to fit within the column or row boundaries.

AutoFit is particularly useful when working with large amounts of data or when importing data from other sources. By using AutoFit, you can ensure that all of your data is visible in a clean and organized manner, without having to manually adjust the column or row widths or heights.

To use AutoFit, simply select the column or row that you want to adjust and double-click on the boundary line between the column or row headers. Alternatively, you can select the column or row and then click on the "AutoFit Column Width" or "AutoFit Row Height" buttons in the "Cells" group of the "Home" tab.

Q4. How can you insert new rows and columns into the existing table?

Ans: To insert new rows and columns into an existing table in Excel, follow these steps:

1. Select the row or column next to where you want to insert the new row or column. For example, if you want to insert a new row, select the row below where you want the new row to appear.
2. Right-click on the selected row or column and choose "Insert" from the context menu.
3. A new row or column will be inserted into the table, shifting all existing rows or columns down or to the right.
4. If you want to insert multiple rows or columns at once, select the appropriate number of rows or columns before right-clicking and choosing "Insert" from the context menu.

5. Alternatively, you can also use the "Insert" command in the "Cells" group on the "Home" tab of the ribbon. Select the row or column where you want the new rows or columns to be inserted, and then click on the "Insert" button.

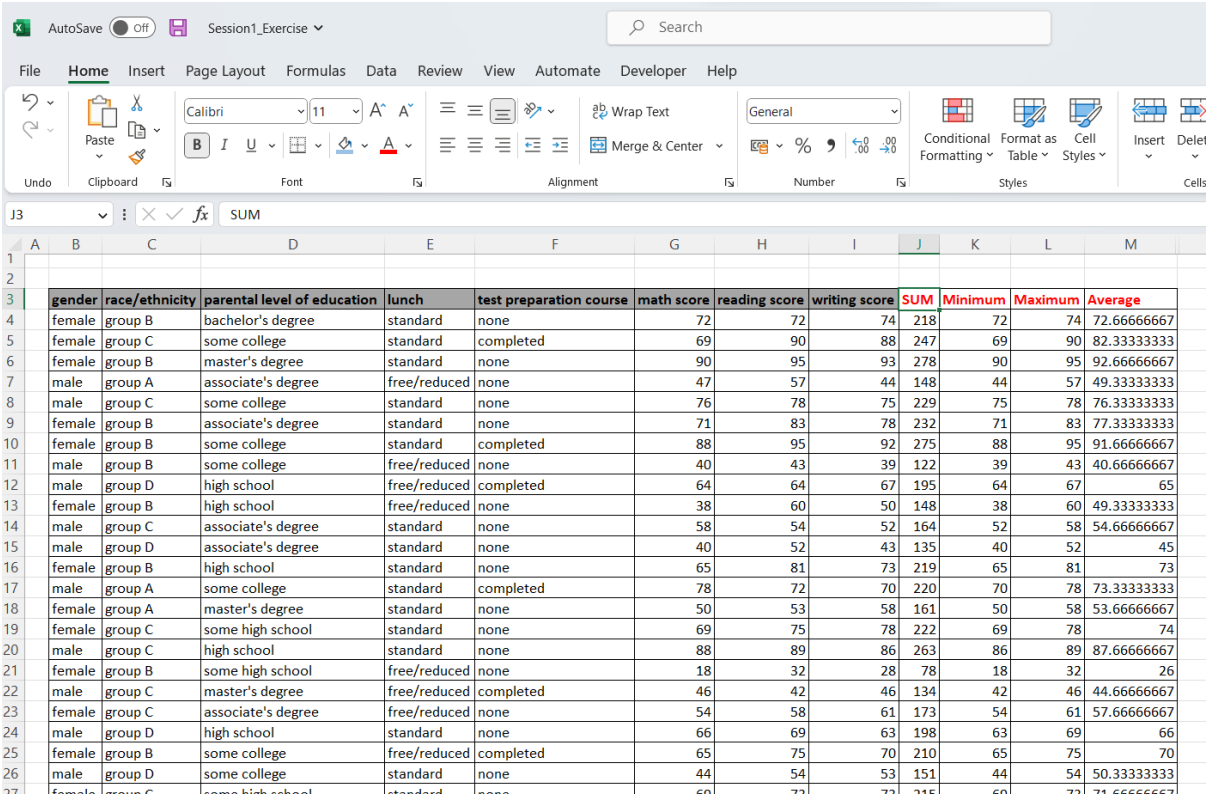
Q5. How do you hide and unhide columns in excel?

Ans: To hide columns in Excel, follow these steps:

1. Select the column(s) that you want to hide.
2. Right-click on the selected column(s) and choose "Hide" from the context menu or click on the "Hide" command in the "Cells" group on the "Home" tab of the ribbon.
3. The selected column(s) will be hidden from view. Any data in the hidden column(s) will still be present in the worksheet, but it will not be visible on the screen.
4. To unhide columns in Excel, follow these steps:
5. Select the columns to the left and right of the hidden column(s).
6. Right-click on the selected columns and choose "Unhide" from the context menu or click on the "Unhide" command in the "Cells" group on the "Home" tab of the ribbon.
7. The hidden column(s) will be restored to their original position in the worksheet.

Q6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

Ans: In this table, the AutoSum commands like SUM, MIN, MAX & AVERAGE has been used to calculate the total score, minimum marks, maximum marks as well as the overall average marks score in the course.



gender	race/ethnicity	parental level of education	lunch	test preparation course	math score	reading score	writing score	SUM	Minimum	Maximum	Average
female	group B	bachelor's degree	standard	none	72	72	74	218	72	74	72.66666667
female	group C	some college	standard	completed	69	90	88	247	69	90	82.33333333
female	group B	master's degree	standard	none	90	95	93	278	90	95	92.66666667
male	group A	associate's degree	free/reduced	none	47	57	44	148	44	57	49.33333333
male	group C	some college	standard	none	76	78	75	229	75	78	76.33333333
female	group B	associate's degree	standard	none	71	83	78	232	71	83	77.33333333
female	group B	some college	standard	completed	88	95	92	275	88	95	91.66666667
male	group B	some college	free/reduced	none	40	43	39	122	39	43	40.66666667
male	group D	high school	free/reduced	completed	64	64	67	195	64	67	65
female	group B	high school	free/reduced	none	38	60	50	148	38	60	49.33333333
male	group C	associate's degree	standard	none	58	54	52	164	52	58	54.66666667
male	group D	associate's degree	standard	none	40	52	43	135	40	52	45
female	group B	high school	standard	none	65	81	73	219	65	81	73
male	group A	some college	standard	completed	78	72	70	220	70	78	73.33333333
female	group A	master's degree	standard	none	50	53	58	161	50	58	53.66666667
female	group C	some high school	standard	none	69	75	78	222	69	78	74
male	group C	high school	standard	none	88	89	86	263	86	89	87.66666667
female	group B	some high school	free/reduced	none	18	32	28	78	18	32	26
male	group C	master's degree	free/reduced	completed	46	42	46	134	42	46	44.66666667
female	group C	associate's degree	free/reduced	none	54	58	61	173	54	61	57.66666667
male	group D	high school	standard	none	66	69	63	198	63	69	66
female	group B	some college	free/reduced	completed	65	75	70	210	65	75	70
male	group D	some college	standard	none	44	54	53	151	44	54	50.33333333