**Excel Assignment - 7**

**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.**

SUM =SUM (B2:B6) - adds up values in cells B2 through B6.

AVERAGE =AVERAGE (B2:B6)

TODAY & NOW =TODAY () to insert the today's date in a cell.

=NOW () to insert the current date and time in a cell.

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

-Select the letter at the top to select the entire column. Or 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.

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

AutoFit is an important feature designed to fit different-sized data values automatically by the active cells in the worksheet. It prevents the manual labour of adjusting the column width and row height to accommodate the data.

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

Right-click on the selected area, the following dialog box will appear on the screen. Click on the drop-down menu associated with the Insert button. Click on the Insert Rows Above option to add a row above the selected row. Click on the Insert Rows Below option to add a row below the selected row. Same for columns.

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

Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.

Right-click the selected columns, and then select Hide.

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

1) Select a cell next to the numbers you want to sum:

To sum a column, select the cell immediately below the last value in the column.

To sum a row, select the cell to the right of the last number in the row.

2) Click the AutoSum button on either the Home or Formulas tab.

A Sum formula appears in the selected cell, and a range of cells you're adding

3) Press the Enter key to complete the formula.

Now, you can see the calculated total in the cell, and the SUM formula in the formula bar.

4) Alt + =



