EXCEL ASSIGNMENT 7

1. Here are some examples of functions available in the different dropdowns present in the function library:

Recently Used:

- SUM

- AVERAGE

- MAX

- MIN

AutoSum:

- SUM

- AVERAGE

- COUNT

- MAX

- MIN

Financial:

- PV (Present Value)

- FV (Future Value)

- PMT (Payment)

- RATE (Interest Rate)

Text:

- CONCATENATE (Join Text)

- LEFT (Left-most Characters)

- RIGHT (Right-most Characters)

- UPPER (Convert to Uppercase)

- LOWER (Convert to Lowercase)

Logical:

- IF (Conditional)

- AND (Logical "And")

- OR (Logical "Or")

- NOT (Logical "Not")

Date & Time:

- NOW (Current Date & Time)

- TODAY (Current Date)

- YEAR (Year)

- MONTH (Month)

- DAY (Day)

- HOUR (Hour)

- MINUTE (Minute)

- SECOND (Second)

2. Different ways to select columns and rows:

- Click and drag

- Keyboard shortcuts (e.g. Ctrl + Space in Microsoft Excel)

- Menu commands (e.g. Select Column in Google Sheets)

- Context menu (right-click on the column or row header)

- Select all button

- Name box (type column or row name)

3. AutoFit is a feature in spreadsheet applications like Microsoft Excel and Google Sheets that allows you to automatically adjust the width of a column or the height of a row to fit the contents within it.

We use AutoFit for the following reasons:

- To improve the readability of data by ensuring that all the content within a cell is visible.

- To save space by reducing the width of a column or the height of a row if there is no content that needs to be displayed.

- To improve the appearance of the spreadsheet by ensuring that all columns and rows are uniform in size and appearance.

Using AutoFit can help make your spreadsheet easier to read and navigate, which can save time and reduce errors when working with large datasets. It can also make your spreadsheet look more professional and polished.

4. To insert new rows and columns into an existing table in Microsoft Excel, you can select the row or column where you want to insert a new one, right-click, and choose "Insert" from the context menu. Alternatively, you can go to the Home tab, click on the "Insert" dropdown menu in the Cells group, and choose "Insert Sheet Rows" or "Insert Sheet Columns".

In Google Sheets, you can select the row or column where you want to insert a new one, right-click, and choose "Insert 1 above" or "Insert 1 below" (for rows) or "Insert 1 left" or "Insert 1 right" (for columns) from the context menu. Alternatively, you can go to the Insert menu and choose "Row above" or "Row below" (for rows) or "Column left" or "Column right" (for columns).

5. To hide and unhide columns in Excel, you can follow these steps:

   - To hide a column, select the column or columns you want to hide, right-click, and then click on "Hide" from the drop-down menu. You can also use the "Ctrl + 0" shortcut key to hide the selected column.
   - To unhide a column, select the columns on either side of the hidden column, right-click, and then click on "Unhide" from the drop-down menu. You can also use the "Ctrl + Shift + 0" shortcut key to unhide the selected column.

   Note: You can also use the "Format" option in the "Home" tab and then select "Hide & Unhide" to hide or unhide the column.

6.

Product	Sales (in thousands)
A	50
B	75
C	30
D	40
E	60
AVG	51