Advance Excel Assignment 7

1. Using Insert Function, give examples of any function available in the different drop downs present in the function library. For example AutoSum, Recently Used, Text, Date & Time, etc.

Sol) Below are some examples of functions which are available in function library:
1. Financial Functions
2. Logical Functions
3. Text Functions
4. Date and Time
5. Lookup & References
6. Math & Trig. etc.

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

Sol) Below are the different ways by which you can select column and rows:

1. Ctrl + A – It will select all the rows and columns of the excel sheet
2. Shift + Arrow Keys(↑ ↓ → ←) - Press shift and hold and then by using these keys you can select the desired range of cells.
3. By Mouse – Press the left click and hold and drag the mouse over the range you want to select.

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

Sol) AutoFit is a feature in Excel that lets you easily change the size of one or multiple columns or rows on a spreadsheet. It helps you make sure that all the data in every cell group is clearly visible.

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

Sol) Click where you want in your table to add a row or column and then click the Layout tab. 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?

Sol) Select the column you want to hide/unhide and press right click and select the action hide/unhide from the list and then left click. In this way you can hide/unhide the selected column.

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

Sol)

S. No.	Price	Qty	Amount
1	250	20	5000
2	150	25	3750
3	245	15	3675
4	165	35	5775
5	105	40	4200

TOTAL AMOUNT		22400	"=SUM(G5:G9)"
Average Amount		4480	"=AVERAGE(G5:G9)"
Minimum amount		3675	"=MIN(G5:G9)"
Maximum amount		5775	"=MAX(G5:G9)"
Count		5	"=COUNT(G5:G9)"