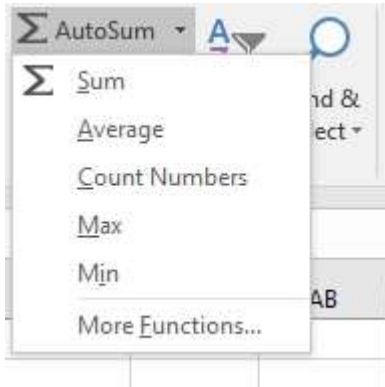# Advance Excel Assignment – 7

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.

Ans - On the Home ribbon, click on the arrow next to the AutoSum icon and select More Functions

Go to the Formulas ribbon – choose either the Insert Function icon to bring up the Insert Function dialog box (same dialog box you would get with the first method), or click the arrow next to the correct category in the Function Library Group, and then choose the desired function.
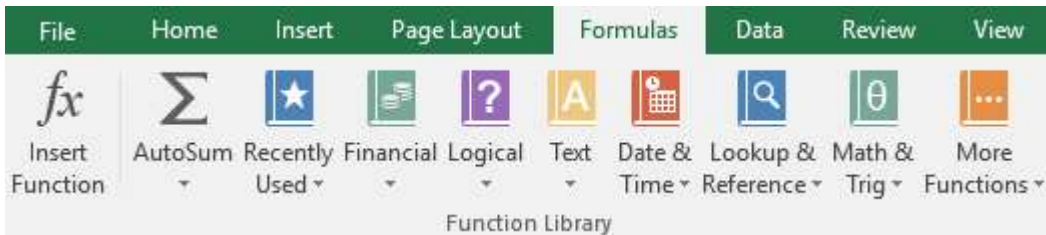
The Insert Function dialog box that appears gives you a list of operations that Excel can perform.
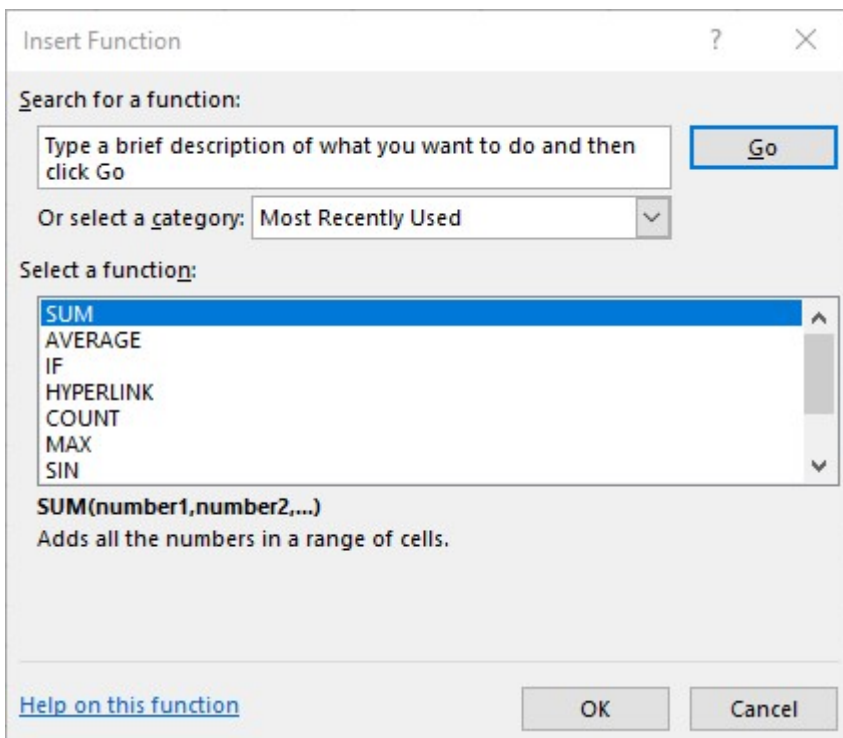
Choose a category from "select a category" (which includes an option to show all), and then choose a particular function from the "Select a function".

Another dialog box opens which asks you to select the cells you would like to involve in the formula. To select, use the mouse to click on the first cell and drag through the cells you would like to add. Note that for each function, this second window will look different.

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

Ans - 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.

To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

Ans - AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

AutoFit Column Width - changes the column width to hold the largest value in the column.

AutoFit Row Height - adjusts the column width to match the largest value in the row. This option expands the row vertically to hold multi-line or extra-tall text.

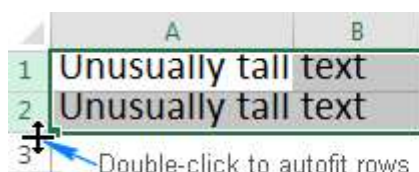AutoFit columns and rows with a double-click

The easiest way to auto fit in Excel is by double-clicking the column or row border:

To autofit one column, position the mouse pointer over the right border of the column heading until the double-headed arrow appears, and then double click the border.

To autofit one row, hover the mouse pointer over the lower boundary of the row heading, and double click the border.

To autofit multiple columns / multiple rows, select them, and double click a boundary between any two column / row headings in the selection.

To autofit the whole sheet, press Ctrl + A or click the Select All button ◢ and then, depending on your needs, double click a border of any column or row heading, or both.
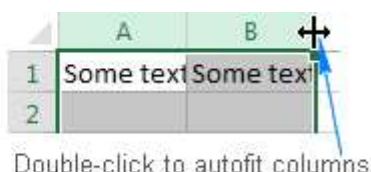
AutoFit columns and rows by using the ribbon

Another way to make Excel cells expand to fit text automatically is by using the following options on the ribbon:

To AutoFit column width, select one, several or all columns on the sheet, go to the Home tab > Cells group, and click Format > AutoFit Column Width.

To AutoFit row height, select the row(s) of interest, go to the Home tab > Cells group, and click Format > AutoFit Row Height.
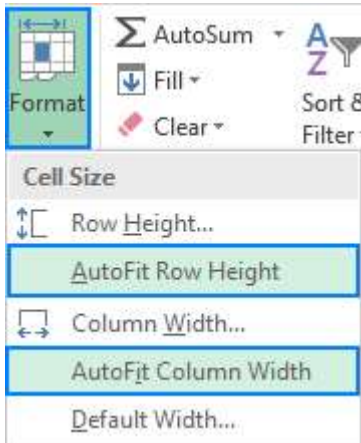
AutoFit column width and row height using a keyboard shortcut

Those of you who prefer working with the keyboard most of the time, may like the following way to auto fit in Excel:

Select any cell in the column/row you want to autofit:

To autofit multiple non-adjacent columns/rows, select one column or row and hold down the Ctrl key while selecting the other columns or rows.

To autofit the entire sheet, press Ctrl + A or click the Select All button.

Press one of the following keyboard shortcuts:

To AutoFit column width: Alt + H, then O, and then I

To AutoFit row height: Alt + H, then O, and then A

Please pay attention that you should not hit all the keys together, rather each key/key combination is pressed and released in turn:

Alt + H selects the Home tab on the ribbon.

O opens the Format menu.

I selects the AutoFit Column Width option.

A selects the AutoFit Row Height option.

If you are not sure you can remember the whole sequence, don't worry, as soon as you press the first key combination (Alt + H) Excel will display the keys to access all options on the ribbon, and once you open

the Format menu, you will see the keys to select its items:
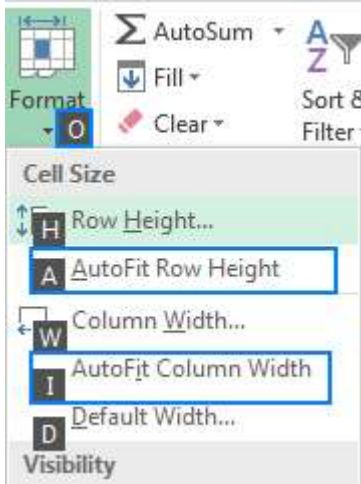
4. How can you insert new rows and columns into the existing table?

Ans - Add a row above or below

Click in a cell above or below where you want to add a row.

Under Table Tools, on the Layout tab, do one of the following:

To add a row above the cell, click Insert Above in the Rows and Columns group.

To add a row below the cell, click Insert Below in the Rows and Columns group.

Add a column to the left or right

Click in a cell to the left or right of where you want to add a column.

Under Table Tools, on the Layout tab, do one of the following:

To add a column to the left of the cell, click Insert Left in the Rows and Columns group.

To add a column to the right of the cell, click Insert Right in the Rows and Columns group.

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

Ans - Hide columns

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.

Hide or show rows or columns

Hide or unhide columns in your spreadsheet to show just the data that you need to see or print.

Hide columns

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.

Note: The double line between two columns is an indicator that you've hidden a column.

Unhide columns

Select the adjacent columns for the hidden columns.

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

Or double-click the double line between the two columns where hidden columns exist.

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

Ans - 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.

Sum a column

	A	B	C
1	Item	Jan	Feb
2	Apples	$120	$320
3	Oranges	$200	$190
4	Lemons	$220	$210
5	Grapes	$180	$170
6	Peaches	$300	$310
7	Total		

Sum a row

	A	B	C	D	E
1	Item	Jan	Feb	Mar	Total
2	Apples	$120	$320	$200	
3	Oranges	$200	$190	$0	
4	Lemons	$220	$210	$220	
5	Grapes	$180	$170	$240	
6	Peaches	$300	$310	$190	

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 gets highlighted (B2:B6 in this example):

In most cases, Excel selects the correct range to total. In a rare case when a wrong range is selected, you can correct it manually by typing the desired range in the formula or by dragging the cursor through the cells you want to sum.

Tip. To sum multiple columns or rows at a time, select several cells at the bottom or to the right of your table, respectively, and then click the AutoSum button. For more details, please see How to use AutoSum on more than one cell at a time.

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:

AutoSum with other functions

Apart from adding cells, you can use Excel's AutoSum button to insert other functions, such as:

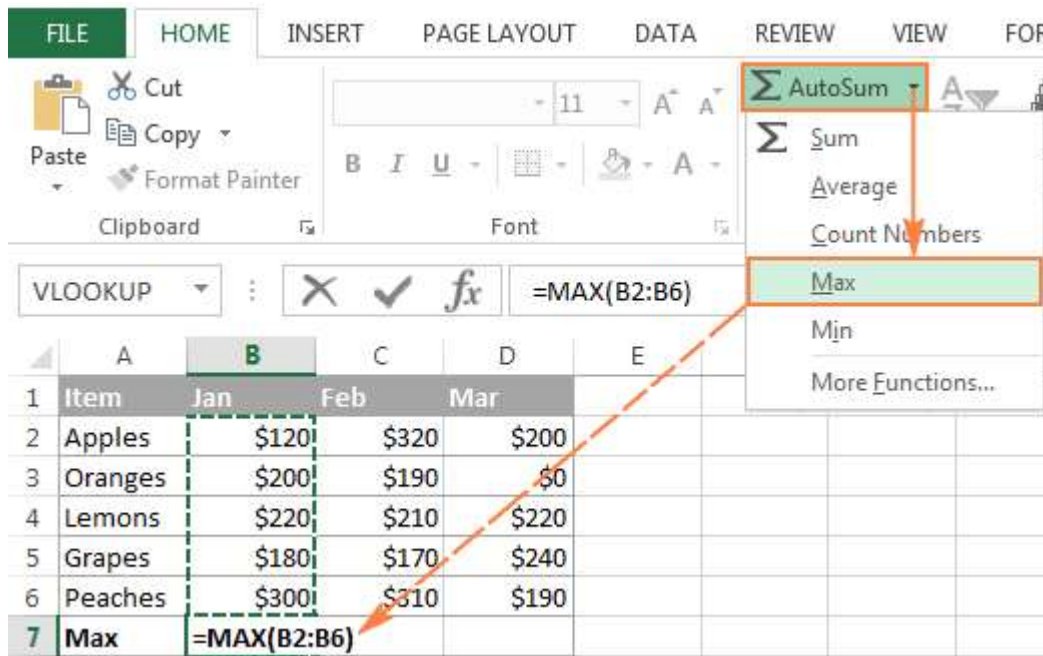AVERAGE - to return the average (arithmetic mean) of numbers.

COUNT - to count cells with numbers.

MAX - to get the largest value.

MIN - to get the smallest value.

All you need to do is select a cell where you want to insert a formula, click the AutoSum drop-down arrow, and choose the desired function from the list.

For example, this is how you can get the largest number in column B: