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: Autosum

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Recently Used:

Digging through all the different function library menus can be cumbersome, so Excel tries to make your life easier by creating a special Recently Used list that contains (what else?) a list of the functions you've used most often. From this menu, you can just see a list of your favorite functions and ignore the other hundred functions that you may never need in a million years.

To use the list of recently used functions, follow these steps:

Click the cell where you want to store a function.

Click the Formulas tab.

Click the Recently Used icon in the Function Library group. A pull-down menu appears.

Choose a function.

Text

The TEXT function lets you change the way a number appears by applying formatting to it with format codes. It's useful in situations where you want to display numbers in a more readable format, or you want to combine numbers with text or symbols.

Date & Time

To enter a date in Excel, use the "/" or "-" characters. To enter a time, use the ":" (colon). You can also enter a date and a time in one cell.

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

Ans: 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 is a feature in Excel that allows you to quickly adjust the row height or column width to fit the text completely (so that there is no spilling over to other cells). Autofit Row Height: This feature automatically adjusts the row height to fit the text in the cell. You can autofit multiple rows at once.

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

Ans: Click a table cell to the right or the left of the column where you want the new column to appear. On the Layout tab, in the Rows & Columns group, do one of the following: To add a column to the left of the selected cell, click Insert Left. To add a column to the right of the selected cell, click Insert Right.

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

Ans: On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

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

Ans: 