**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:
  + Function: SUM
  + Example: If you have a column of numbers (e.g., A1 to A5), using AutoSum with SUM will add them up: =SUM(A1:A5)
* Recently Used:
  + Function: Could be any function you've recently used, e.g., VLOOKUP
  + Example: If you recently used VLOOKUP to find information based on a key, you might reuse it in another part of the worksheet.
* Financial:
  + Function: PMT (Payment)
  + Example: Calculating the monthly payment for a loan: =PMT(rate, nper, pv)
* Logical:
  + Function: IF (Conditional)
  + Example: Checking if a value is greater than 100: =IF(A1>100, "Above 100", "Below or Equal to 100")
* Text:
  + Function: CONCATENATE
  + Example: Combining text from cells A1 and B1: =CONCATENATE(A1, " ", B1)
* Date & Time:
  + Function: TODAY
  + Example: Displaying the current date: =TODAY()
* Lookup & Reference:
  + Function: VLOOKUP
  + Example: Looking up a value in a table: =VLOOKUP(lookup\_value, table\_array, col\_index\_num, [range\_lookup])
* Math & Trig:
  + Function: SQRT (Square Root)
  + Example: Finding the square root of a number in cell A1: =SQRT(A1)

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

Ans:

In Excel, there are several ways to select columns and rows:

Selecting Columns:

* Click on Column Header:
  + Simply click on the letter at the top of the column. This selects the entire column.
* Drag to Select Multiple Columns:
  + Click on the letter of the first column, then drag across the other columns you want to select.
* Ctrl + Spacebar:
  + With a cell in the column you want to select, press Ctrl + Spacebar to select the entire column.

Selecting Rows:

* Click on Row Number:
  + Click on the number on the left of the row. This selects the entire row.
* Drag to Select Multiple Rows:
  + Click on the row number of the first row, then drag down across the other rows you want to select.
* Shift + Spacebar:
  + With a cell in the row you want to select, press Shift + Spacebar to select the entire row.
* Ctrl + Shift + Arrow Keys:
  + Use the arrow keys along with Ctrl + Shift to extend the selection in the direction of the arrow key.

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

Ans:

When we input data into a cell, we often observe that the text size exceeds the size of the column, causing the content to appear truncated. To address this issue, we utilize the AutoFit feature, which allows us to quickly adjust the row height or column width to completely fit the text. This feature can be applied manually or by double-clicking in between two columns or rows, adapting the cell size to the text content.

Steps for using the AutoFit feature include:

* Select the specific column that requires AutoFit adjustment.
* Navigate to the Home tab.
* Within the Cells group, access the 'Format' option.
* Choose the 'AutoFit Column Width' option.

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

Ans:

Inserting New Rows:

* Select the Row Below Where You Want to Insert:
  + Click on the row number below where you want to insert new rows.
* Right-Click and Choose "Insert":
  + Right-click on the selected row number.
  + Choose "Insert" from the context menu.
* Alternatively, you can use the following keyboard shortcut:
  + Press Ctrl + Shift + + (plus key) on your keyboard.

Inserting New Columns:

* Select the Column to the Right Where You Want to Insert:
  + Click on the column letter to the right where you want to insert new columns.
* Right-Click and Choose "Insert":
  + Right-click on the selected column letter.
  + Choose "Insert" from the context menu.
* Alternatively, you can use the following keyboard shortcut:
  + Press Ctrl + Spacebar to select the entire column.
  + Press Ctrl + Shift + + (plus key) on your keyboard.

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

Ans:

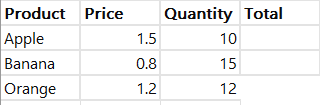
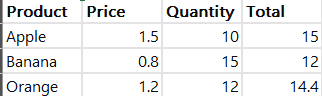
Hiding Columns:

* Select the Columns You Want to Hide:
  + Click on the column letter(s) at the top of the sheet to select the columns you want to hide.
* Right-Click and Choose "Hide":
  + Right-click on the selected columns.
  + Choose "Hide" from the context menu.
* Alternatively, you can use the following keyboard shortcut:
  + Press Ctrl + 0 (zero) on your keyboard.

Unhiding Columns:

* Select the Columns on Either Side of the Hidden Columns:
  + Click on the column letter(s) on either side of the hidden columns.
* Right-Click and Choose "Unhide":
  + Right-click on the selected columns.
  + Choose "Unhide" from the context menu.
* Alternatively, you can use the following keyboard shortcut:
  + Press Ctrl + Shift + 0 (zero) on your keyboard.

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

* Create a Table:
  + Enter data into columns
* Use AutoSum for Total Price:
  + Click on the "Home" tab.
  + In the "Editing" group, click on "AutoSum" or use the shortcut Alt + = to automatically sum the values in the selected range.
  + The formula will be inserted as: =SUM(B2:B4)
* Use AutoSum for Total Quantity:
  + Select the cell where you want the total for the "Quantity" column (Cell C5).
  + Click on "AutoSum" or use the shortcut Alt + = to automatically sum the values in the selected range.
  + The formula will be inserted as: =SUM(C2:C4)
* Calculate Total Cost (Price \* Quantity):
  + Select the cell where you want the total cost (Cell D2).
  + Manually enter the formula: =B2\*C2
  + Drag the fill handle (small square at the bottom-right of the cell) down to apply the formula to the entire "Total" column.
  + Alternatively, use the PRODUCT function to achieve the same result.
  + In cell D2, enter =PRODUCT(B2, C2)
  + Drag the fill handle down to apply the formula to the entire "Total" column.