**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.**

Certainly! Here are examples of functions available in different dropdowns of the Insert Function dialog box in Excel:

AutoSum:

* SUM: Adds up a range of cells.
* AVERAGE: Calculates the average of a range of cells.
* COUNT: Counts the number of cells that contain numbers in a range.
* MAX: Returns the maximum value in a range of cells.
* MIN: Returns the minimum value in a range of cells.

Recently Used:

* VLOOKUP: Searches for a value in the first column of a table and returns a value in the same row from a specified column.
* IF: Performs a logical test and returns different values depending on the result.
* CONCATENATE: Joins two or more text strings into one.
* SUMIFS: Adds the values in a range that meet multiple criteria.
* INDEX: Returns a value from a specified range based on its row and column numbers.

Math & Trig:

* ABS: Returns the absolute value of a number.
* ROUND: Rounds a number to a specified number of digits.
* SIN: Returns the sine of an angle.
* POWER: Raises a number to a specified power.
* SQRT: Returns the square root of a number.

Text:

* LEFT: Returns the leftmost characters from a text string.
* RIGHT: Returns the rightmost characters from a text string.
* CONCAT: Joins two or more text strings into one.
* LEN: Returns the number of characters in a text string.
* PROPER: Capitalizes the first letter of each word in a text string.

Date & Time:

* TODAY: Returns the current date.
* NOW: Returns the current date and time.
* DATE: Creates a date by specifying the year, month, and day.
* HOUR: Returns the hour portion of a time value.
* EOMONTH: Returns the last day of the month before or after a specified number of months.

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

In Excel, there are several ways to select columns and rows. Here are some common methods:

Selecting a Column:

* Click on the column header letter (e.g., "A," "B," "C") to select the entire column.
* Click on the first cell in the column, hold the Shift key, and then click on the last cell in the column to select a range of cells within the column.
* Click on the column header letter, and while holding the mouse button, drag across adjacent column headers to select multiple columns.

Selecting a Row:

* Click on the row number (e.g., "1," "2," "3") to select the entire row.
* Click on the first cell in the row, hold the Shift key, and then click on the last cell in the row to select a range of cells within the row.
* Click on the row number, and while holding the mouse button, drag across adjacent row numbers to select multiple rows.

Selecting Multiple Columns or Rows:

* Hold the Ctrl key and click on individual column headers or row numbers to select non-adjacent columns or rows.
* Click on the first column header or row number, hold the Shift key, and then click on the last column header or row number to select a range of columns or rows.

Selecting Entire Worksheet:

* Click on the square button at the top-left corner of the worksheet where the row and column headers intersect. This selects the entire worksheet.

Selecting Using Keyboard Shortcuts:

* To select an entire column, press Ctrl + Spacebar.
* To select an entire row, press Shift + Spacebar.
* To select the entire worksheet, press Ctrl + A.

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

AutoFit is a feature in Excel that automatically adjusts the width of a column or the height of a row to fit the contents within it. It ensures that the entire content of a cell is visible without truncation or wrapping.

We use the AutoFit feature in Excel for the following reasons:

* Content Visibility: When a column or row contains lengthy or wide content, such as text, numbers, or formulas, using AutoFit ensures that the content is fully visible within the cell without being cut off or hidden.
* Readability and Presentation: AutoFit helps improve the overall readability and presentation of the worksheet. By automatically adjusting the column width or row height, it ensures that the data is neatly displayed, making it easier to read and understand.
* Efficient Space Utilization: AutoFit helps optimize the use of space within the worksheet. By adjusting the width or height as needed, it allows you to fit more data or columns/rows within the visible area of the worksheet, minimizing the need for unnecessary scrolling.
* Printing and Reporting: When preparing a worksheet for printing or generating reports, using AutoFit ensures that the printed output reflects the intended appearance. It helps avoid the problem of content being cut off or wrapping in an undesirable manner on the printed page.
* Quick and Convenient: AutoFit is a simple and convenient way to adjust the column width or row height to the optimal size based on the content. It saves time compared to manually adjusting the width or height and provides a consistent appearance throughout the worksheet.

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

To insert new rows and columns into an existing table in Excel, follow these steps:

* Select the entire row or column that you want the new row or column to be inserted above or to the left of. To select an entire row, click on the row number; to select an entire column, click on the column letter.
* Right-click on the selected row or column, and a context menu will appear.
* In the context menu, choose "Insert" to open a submenu with options for inserting cells, rows, or columns.
* Select the desired option from the submenu. For example, choose "Insert Cells" to open the "Insert" dialog box.
* In the "Insert" dialog box, choose whether to shift the cells down or right (for rows or columns, respectively) to make room for the new row or column.
* Click the "OK" button.

Excel will insert the new row or column above or to the left of the selected row or column. The table will automatically adjust to include the new row or column, shifting the existing data as necessary.

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

To hide and unhide columns in Excel, follow these steps:

To Hide Columns:

* Select the column(s) that you want to hide. You can do this by clicking on the column letter at the top of the column or by dragging across multiple column letters to select a range of columns.
* Right-click on the selected column(s), and a context menu will appear.
* In the context menu, choose "Hide" or "Hide Columns" (the specific wording may vary depending on the version of Excel you are using).
* The selected column(s) will now be hidden from view. Any data or formatting in the hidden columns will still be present in the worksheet, but it will not be visible.

To Unhide Columns:

* Select the columns adjacent to the hidden columns. For example, if you have hidden columns B and C, select columns A and D.
* Right-click on the selected columns, and a context menu will appear.
* In the context menu, choose "Unhide" or "Unhide Columns" (the specific wording may vary depending on the version of Excel you are using).
* The hidden columns will be immediately unhidden and displayed again.

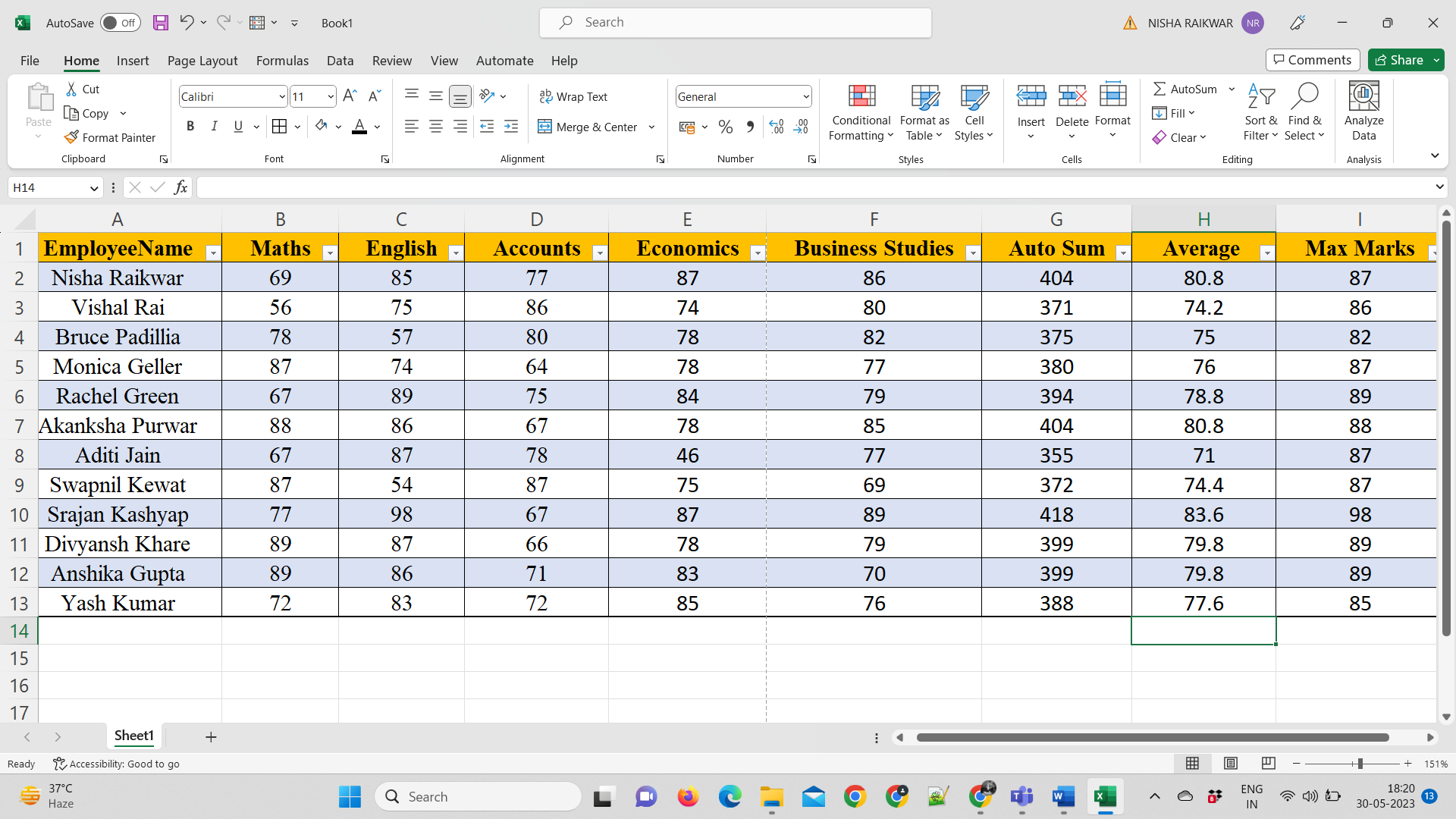
Alternatively, you can use the following keyboard shortcuts to hide and unhide columns:

* To hide selected columns: Ctrl + 0 (zero)
* To unhide selected columns: Ctrl + Shift + 0 (zero)

These shortcuts apply to the entire selected columns, so make sure to select the correct columns before using the shortcuts.

**6. Create an appropriate table within the worksheet and use different**

**functions available in the AutoSum command.**

****