**Excel Assignment - 7**

**Que1.** 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:** Here are some examples of functions available in different dropdowns present in the function library:

1. **AutoSum:**
   1. `SUM`: Adds all the numbers in a range of cells.
2. **Recently Used:**
   1. `AVERAGE`: Calculates the average of a range of numbers.
3. **Text:**
   1. `CONCATENATE`: Joins two or more text strings into one string.
4. **Date & Time:**
   1. `TODAY`: Returns the current date.
5. **Logical:**
   1. `IF`: Checks whether a condition is met, and returns one value if true, and another value if false.
6. **Lookup & Reference:**
   1. `VLOOKUP`: Looks up a value in the first column of a range and returns a value in the same row from a specified column.
7. **Math & Trig:**
   1. `ROUND`: Rounds a number to a specified number of digits.
8. **Statistical:**
   1. `COUNT`: Counts the number of cells that contain numbers.

These functions can be found in their respective categories within the function library dropdowns in spreadsheet software like Microsoft Excel or Google Sheets.

**Que2.** What are the different ways you can select columns and rows?

**Ans:** Here are different ways to select columns and rows:

**1. Mouse Click:**

- Click the column letter or row number.

**2. Shift + Click:**

- Click the first cell, then hold `Shift` and click the last cell of the desired range.

**3. Ctrl + Click:**

- Hold `Ctrl` and click on individual column letters or row numbers to select non-adjacent columns or rows.

**4. Drag:**

- Click and drag across column letters or row numbers.

**5. Keyboard Shortcuts:**

- `Shift + Space`: Selects the entire row.

- `Ctrl + Space`: Selects the entire column.

- `Shift + Arrow Keys`: Expands the selection in the desired direction.

**6. Name Box:**

- Enter the cell range (e.g., `A1:C10`) in the name box and press Enter.

**7. Table Select:**

- Click the top-left corner of the table (or use Ctrl+A twice for the entire worksheet).

**Que3.** What is AutoFit and why do we use it?

**Ans:** AutoFit is a feature in spreadsheet software that automatically adjusts the width of columns and the height of rows to fit the contents within them.

**Why we use it:**

* Ensures all data is visible without manual resizing.
* Enhances readability and presentation of the spreadsheet.
* Saves time compared to adjusting each column or row individually.

**Que4.** How can you insert new rows and columns into the existing table?

**Ans:** To insert new rows and columns into an existing table:

**1. Using Mouse Right-Click:**

- Rows: Right-click on a row number, select "Insert", and choose "Insert Row Above" or "Insert Row Below".

- Columns: Right-click on a column letter, select "Insert", and choose "Insert Column Left" or "Insert Column Right".

**2. Using Ribbon:**

- Go to the "Home" tab, click on the "Insert" dropdown in the "Cells" group, and select "Insert Sheet Rows" or "Insert Sheet Columns".

**3. Using Keyboard Shortcuts:**

- Rows: Select a row, press `Shift + Space` to highlight the row, then press `Ctrl + Shift + "+"`.

- Columns: Select a column, press `Ctrl + Space` to highlight the column, then press `Ctrl + Shift + "+"`.

**Que5.** How do you hide and unhide columns in excel?

**Ans:** To hide and unhide columns in Excel:

**Hide Columns:**

1. Mouse Right-Click:

- Select the column(s) you want to hide, right-click, and choose "Hide".

2. Using Ribbon:

- Select the column(s), go to the "Home" tab, click on the "Format" dropdown in the "Cells" group, select "Hide & Unhide", and then "Hide Columns".

**Unhide Columns:**

1. Mouse Right-Click:

- Select the columns on both sides of the hidden column(s), right-click, and choose "Unhide".

2. Using Ribbon:

- Select the columns on both sides of the hidden column(s), go to the "Home" tab, click on the "Format" dropdown in the "Cells" group, select "Hide & Unhide", and then "Unhide Columns".

**Que6.** Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

**Ans:** Here's how you can create a table and use different functions available in the AutoSum command:

**1. Create a Table:**

- Enter the following data in cells:

| A | B | C |

|---------|---------|---------|

| Item | Quantity| Price |

| Apple | 10 | 2 |

| Banana | 15 | 1 |

| Orange | 20 | 1.5 |

| Mango | 5 | 3 |

**2. Use AutoSum Functions:**

**- SUM:**

- In cell `B6`, use `=SUM(B2:B5)` to get the total quantity.

- In cell `C6`, use `=SUM(C2:C5)` to get the total price.

**- AVERAGE:**

- In cell `B7`, use `=AVERAGE(B2:B5)` to get the average quantity.

- In cell `C7`, use `=AVERAGE(C2:C5)` to get the average price.

**- COUNT:**

- In cell `B8`, use `=COUNT(B2:B5)` to count the number of entries in the Quantity column.

- In cell `C8`, use `=COUNT(C2:C5)` to count the number of entries in the Price column.

**- MAX:**

- In cell `B9`, use `=MAX(B2:B5)` to find the maximum quantity.

- In cell `C9`, use `=MAX(C2:C5)` to find the maximum price.

**- MIN:**

- In cell `B10`, use `=MIN(B2:B5)` to find the minimum quantity.

- In cell `C10`, use `=MIN(C2:C5)` to find the minimum price.

This will give you a table with different AutoSum functions applied:

| A | B | C |

|---------|---------------|---------------|

| Item | Quantity | Price |

| Apple | 10 | 2 |

| Banana | 15 | 1 |

| Orange | 20 | 1.5 |

| Mango | 5 | 3 |

| | | |

| Total | =SUM(B2:B5) | =SUM(C2:C5) |

| Average | =AVERAGE(B2:B5)| =AVERAGE(C2:C5) |

| Count | =COUNT(B2:B5) | =COUNT(C2:C5) |

| Max | =MAX(B2:B5) | =MAX(C2:C5) |

| Min | =MIN(B2:B5) | =MIN(C2:C5) |