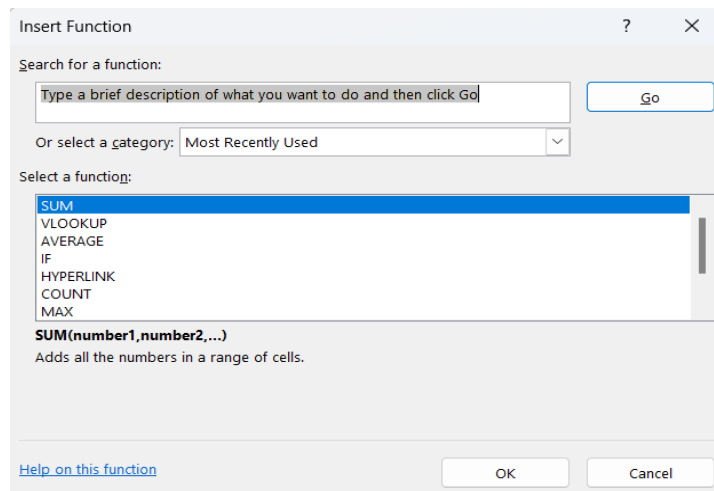
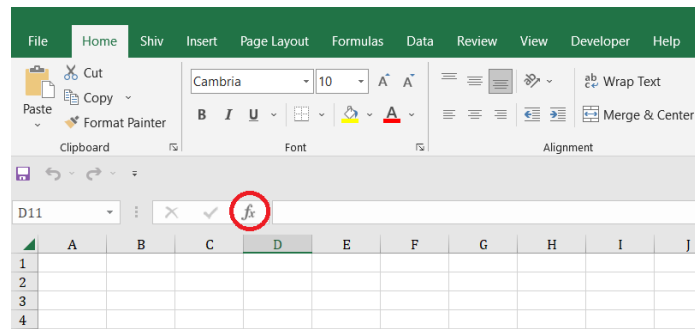


Advance Excel Assignment 7

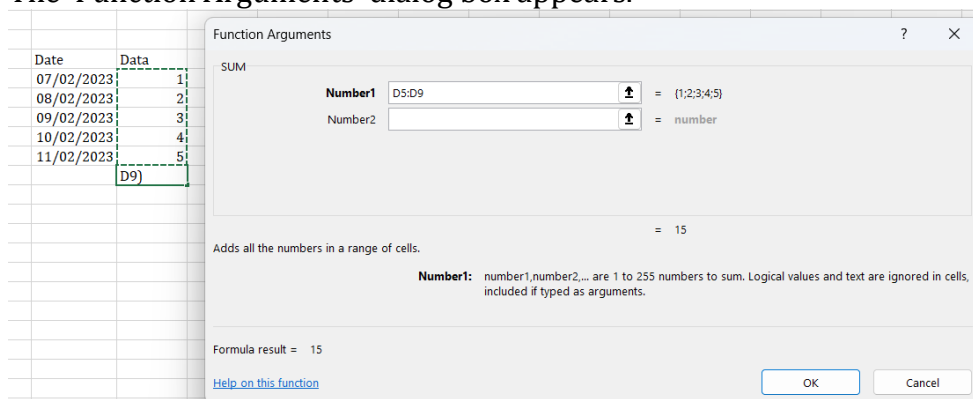
1. Using Insert Function, give examples of any function available in the different dropdowns present in the function library. For example, AutoSum, Recently Used, Text, Date & Time, etc.

Ans: To insert SUM function, need to follow the following steps:

- a. Select a cell.
- b. Click the Insert Function button near formula bar. The 'Insert Function' dialog box appears.
- c. Look for a function or select a function from a category. For example, choose SUM from the statistical category.



- d. Click OK.
The 'Function Arguments' dialog box appears.

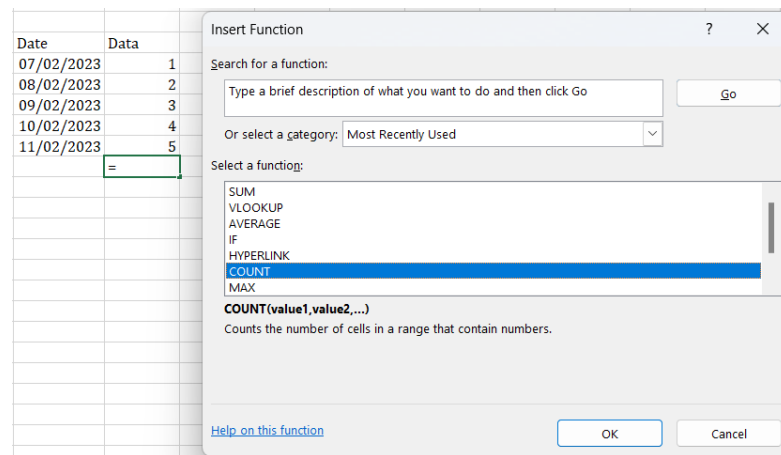


- e. Click within the Range box and select the range D5:D9.
- f. Click OK.
Excel will SUM all the number which are present from D5:D9

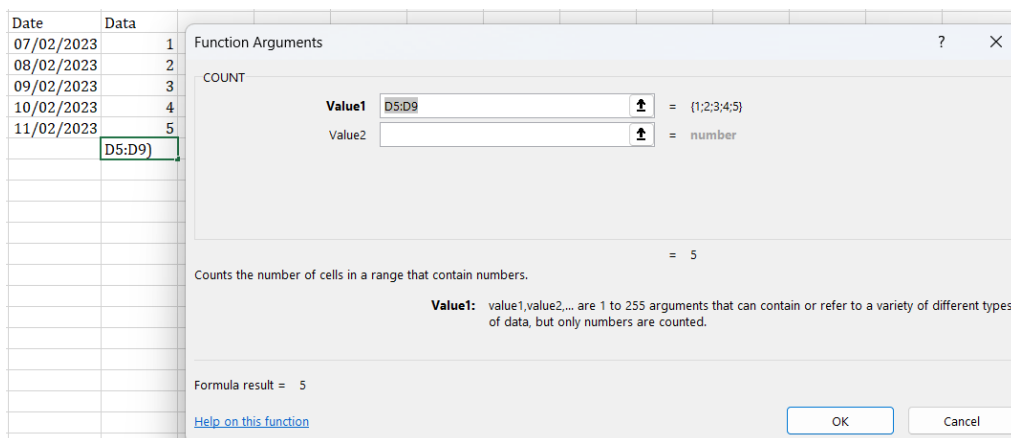
D10					
	A	B	C	D	E
1					
2					
3					
4			Date	Data	
5			07/02/2023	1	
6			08/02/2023	2	
7			09/02/2023	3	
8			10/02/2023	4	
9			11/02/2023	5	
10			SUM	15	
11					
12					

To insert COUNT function, need to follow the following steps:

- Select a cell.
- Click the Insert Function button.
The 'Insert Function' dialog box appears.
- Look for a function or select a function from a category.
For example, choose COUNT from the statistical category.
- Click OK.



- Click within the Range box and select the range D5:D9.



- Click OK.
Excel will COUNT all the number which are present from D5:D9

D10					
	A	B	C	D	E
1					
2					
3					
4			Date	Data	
5			07/02/2023	1	
6			08/02/2023	2	
7			09/02/2023	3	
8			10/02/2023	4	
9			11/02/2023	5	
10			Count	5	
11					
12					

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

Ans: Different ways to select one or more rows and columns:

- Select the letter at the top to select the entire column or click on any cell in the column and then press Ctrl + Space.

- b. Select the row number to select the entire row or click on any cell in the row and then press Shift + Space.

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

Ans: Auto Fit is used to change the column width or row width to automatically fit the contents. It is used to show contents of columns/rows without hiding any part of it.

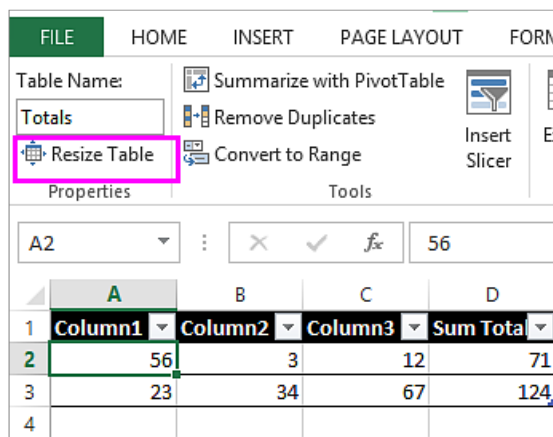
The steps for using AutoFit:

- a. Select the one or more columns/rows that you want to change.
- b. On the Home tab, in the Cells group, click Format
- c. On the Home tab, click Format
- d. Under Cell Size, click AutoFit Column Width for column and AutoFit Row for rows.

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

Ans: Different ways to add a new row or column to an existing table:

- a. Use Insert to add a row:
 - i. To insert a row, pick a cell or row that's not the header row, and right-click. To insert a column, pick any cell in the table and right-click.
 - ii. Point to Insert, and pick Table Rows Above to insert a new row, or Table Columns to the Left to insert a new column.
- b. By pasting data:
 - i. To add a column, paste data to the leftmost cell below the last row of table.
 - ii. To add a column, paste data to right of the table's rightmost column.
- c. By typing text
 - i. Start typing text below the last row.
 - ii. Start typing text to the right of the rightmost column of table.
- d. Using resize table:
 - i. Click anywhere in the table, and the Table Tools option appears.
 - ii. Click Design > Resize Table



- iii. Select the entire range of cells you want your table to include, starting with the upper-leftmost cell.

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

Ans:

- Right click on column and click on hide to Hide it.
- Right click the adjacent columns of on hidden column, then select unhide to show it.

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

Ans:

<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>E11</div> <div><div>✖</div><div>✓</div><div><i>fx</i></div></div> <div>=MAX(E2:E6)</div>								
	A	B	C	D	E	F	G	H
1	Items	Nov'22	Dec'22	Jan'23	Total			
2	Apples	120	320	200	640			
3	Orange	200	190	0	390			
4	Lemons	220	210	220	650			
5	Grapes	180	170	240	590			
6	Peaches	300	310	190	800			
7	Total	1020	1200	850	3070	SUM(E2:E6)		
8								
9								
10					204	AVERAGE(B2:B6)	Average	
11					800	MAX(E2:E6)	MAX	
12								
13								
14								