**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.**

Use the Insert Function dialog box to help you insert the correct formula and arguments for your needs. (To view the Insert Function dialog box, click Insert function

Insert Function dialog box

Search for a function

Type a brief description of what you want a function to do, and then choose Go. A list of functions likely to fit your needs and based on your description will display in the Select a function box.

Or select a category

From the drop-down list, do one of the following:

Select Most Recently Used. Functions you have inserted in the recent past will display in alphabetical order in the Select a function box.

Select a function category. Functions in that category will display in alphabetical order in the Select a function box.

Select All. Every function will display in alphabetical order in the Select a function box.

Select a function

Do one of the following:

Click a function name to see the function syntax and a brief description immediately below the Select a function box.

Double-click a function name to display the function and its arguments in the Function Arguments wizard, which helps you add correct arguments.

**2. What are the different ways you can select columns and rows?**Select the letter at the top to select the entire column. Or 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.

**3. What is AutoFit and why do we use it?**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?**Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).

To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

5. **How do you hide and unhide columns in excel?**Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.

Right-click the selected columns, and then select Hide.

6. **Create an appropriate table within the worksheet and use different  
functions available in the AutoSum command.**AutoSum is a special tool in Excel that allows you to quickly calculate the SUM of numbers within a worksheet. You can access the AutoSum button from the Home – Editing group or Formulas – Function Library group. By clicking the little arrow on the right of the AutoSum button, you can access many other types of functions, such as AVERAGE, MAX, MIN, and COUNT. Simply select one of these functions to apply an appropriate formula to your data.