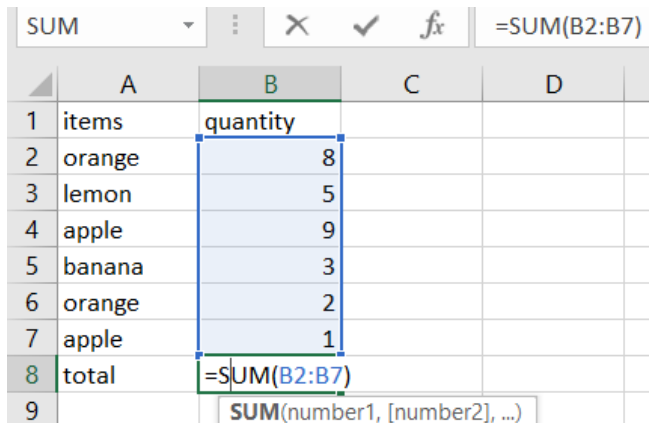# Excel Assignment - 7

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.

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

Ans-1.Select the letter at the top to select the entire column. Or click on

any cell in the column and then press Ctrl + Space.

2. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.

3. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

3. What is AutoFit and why do we use it?
Ans-AutoFit is an important feature designed to fit different-sized data values automatically by the active cells in the worksheet. It prevents the manual labour of adjusting the column width and row height to accommodate the data. It helps you make sure that all the data in every cell group is clearly visible.

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

Ans-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?

Ans- Hide columns in excel-

Select the column(s) you want to hide.

Click the Format button under the Home tab.

Select Hide & Unhide.

Select Hide Rows or Hide Columns.

Unhide columns in excel-

Select the columns that surround the hidden column(s).

Click the Format button under the Home tab.

Select Hide & Unhide.

Select Unhide Rows or Unhide Columns.

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

	A	B	C	D
				=SUM(B2:B7)
1	item	Jan	Feb	Mar
2	apple	102	123	324
3	banana	231	543	120
4	peaches	143	13	79
5	straberry	874	100	324
6	grapes	801	43	654
7	lemons	213	67	451
8	Total	2364	889	1952
9				
10				

B8 | =MAX(B2:B7)

	A	B	C	D
1	item	Jan	Feb	Mar
2	apple	102	123	324
3	banana	231	543	120
4	peaches	143	13	79
5	straberry	874	100	324
6	grapes	801	43	654
7	lemons	213	67	451
8	Total	874	543	654
9				

B8 | =AVERAGE(B2:B7)

	A	B	C	D
1	item	Jan	Feb	Mar
2	apple	102	123	324
3	banana	231	543	120
4	peaches	143	13	79
5	straberry	874	100	324
6	grapes	801	43	654
7	lemons	213	67	451
8	Total	394	148.16667	325.33333
9				