Excel Assignment #7

Ans.1 –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 (fx).

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.

Type a brief description of what you want to do and press Go.

You can obtain more information a particular function by selecting it and pressing the "Help on this function" button at the bottom.

Every time you select a function name in the list, a description of the function and any corresponding arguments will be displayed.

If you do not know the name of the function then you can filter the list of available functions by selecting a specific category from the drop-down list.

After you have chosen a function and pressed OK, the "Function Arguments" dialog box will automatically appear to indicate the arguments that are required by that function.

Ans.2 – Selecting table rows and columns is different from selecting worksheet rows and columns.

**To select a table column with or without table headers** ,Click the top edge of the column header or the column in the table. The following selection arrow appears to indicate that clicking selects the column.

**To select row** , Click the left border of the table row. The following selection arrow appears to indicate that clicking selects the row.

**To select all table rows and columns** ,Click the upper-left corner of the table. The following selection arrow appears to indicate that clicking selects the table data in the entire table. Click the upper-left corner of the table twice to select the entire table, including the table headers.

**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.

Ans.3 – 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.

Also, AutoFit means that you don’t have to manually specify the column width or row height (or manually drag and adjust the column width). It’s Auto- i.e., it will figure out itself how much it should expand/contract to fit the current cell content

In Excel's AutoFit feature is **designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height**. AutoFit Column Width - changes the column width to hold the largest value in the column.

* To autofit **one** **column**, position the mouse pointer over the right border of the column heading until the double-headed arrow appears, and then double click the border.
* To autofit **one row**, hover the mouse pointer over the lower boundary of the row heading, and double click the border.
* To autofit **multiple columns**/ **multiple** **rows**, select them, and double click a boundary between any two column / row headings in the selection.
* To autofit the **whole sheet**, press Ctrl + A or click the *Select All* button The Select All button and then, depending on your needs, double click a border of any column or row heading, or both.

Ans.4 – You can add a row or column above or below the cursor position as ,

* 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.

Ans.5 – To hide columns follow these steps :

* 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, OR

To unhide columns ,

* On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

Ans.6 – The AutoSum command allows you to automatically insert the most common functions into your formula, including SUM, AVERAGE, COUNT, MIN, and MAX.

