**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.**

Here are examples of functions available in different dropdowns present in the Excel Function Library (Insert Function):

**AutoSum:**

SUM: Adds up a range of numbers.

AVERAGE: Calculates the average of a range of numbers.

COUNT: Counts the number of cells with numerical values in a range.

MIN: Returns the smallest value from a range.

MAX: Returns the largest value from a range.

**Logical:**

IF: Returns one value if a condition is true and another if it's false.

AND: Checks if all arguments are true and returns true if so.

OR: Checks if at least one argument is true and returns true if so.

NOT: Reverses the logical value of an argument.

**Text:**

CONCATENATE: Combines multiple text strings into one.

LEFT: Returns a specified number of characters from the start of a text string.

RIGHT: Returns a specified number of characters from the end of a text string.

LEN: Returns the number of characters in a text string.

**Date & Time:**

TODAY: Returns the current date.

NOW: Returns the current date and time.

DATEDIF: Calculates the difference between two dates in years, months, or days.

**Math:**

SQRT: Returns the square root of a number.

ROUND: Rounds a number to a specified number of decimal places.

**Lookup**:

VLOOKUP: Searches for a value in a table and returns a corresponding value.

HLOOKUP: Similar to VLOOKUP, but searches horizontally.

INDEX: Returns the value of a cell in a specified row and column of a range.

MATCH: Searches for a value in a range and returns its relative position.

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

The different ways you can select columns and rows are as follows:

* Click and Drag
* Shift + Space
* Shift + Arrow Keys
* Ctrl + Mouse Click
* Ctrl + A

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

AutoFit in Excel refers to a feature that automatically adjusts the width of columns or the height of rows to accommodate the content within them.

AutoFit is used to improve the readability and appearance of your Excel spreadsheets.

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

Inserting new rows and columns into the existing table are as follows:

* Click on the row or column number of the row or column below which you want to insert a new row or column. The selected row or column will be the starting point for your insertion.
* Right-click on the selected row or column number to open the context menu.
* From the context menu, select Insert and then choose Entire Row or column. This will insert a new row or column above the selected row or column.
* Alternatively, you can also use the keyboard shortcut: Ctrl + Shift + plus key.

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

In Excel, you can hide and unhide columns to control which columns are visible on the worksheet. The steps are as follows:

Hiding Columns:

* Click on the column letters of the columns you want to hide. To select multiple non-adjacent columns, hold down the Ctrl key while selecting.
* Right-click on the selected columns to open the context menu.
* From the context menu, select Hide. The selected columns will be hidden from view.
* Alternatively, you can also use the keyboard shortcut: Ctrl + 0.

Unhiding Columns:

* Click on the column letters to the left and right of the hidden columns to select the columns on both sides.
* Right-click on the selected columns to open the context menu.
* From the context menu, select Unhide. The hidden columns will be revealed.
* Alternatively, you can also use the keyboard shortcut: Ctrl + Shift + 0 .

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

