

## 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.

**AutoSum:** Calculates the sum of a range of cells.

**Date & Time:** Provides various functions related to date and time, such as TODAY(), YEAR(), MONTH(), and DAY().

**Financial:** Provides financial functions such as PV (present value), FV (future value), and PMT (payment).

**Logical:** Provides logical functions such as IF, AND, OR, and NOT.

**Math & Trig:** Provides mathematical functions such as SUM, AVERAGE, MAX, MIN, and ROUND.

**Text:** Provides text manipulation functions such as LEFT, RIGHT, MID, and CONCATENATE.

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

Click on the column or row header to select it.

Click and drag across multiple columns or rows to select them.

Hold down the Shift key and click on multiple column or row headers to select them.

Use the Ctrl key and click on individual column or row headers to select them non-sequentially.

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

AutoFit is a feature in Excel that automatically resizes the width of a column to fit the contents of the cells in that column. We use it to make sure all the contents of a cell are visible without having to manually adjust the column width.

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

To insert new rows and columns into an existing table, follow these steps:

Select the row or column next to where you want to insert the new row or column.

Right-click and choose "Insert" from the context menu.

Select "Entire row" or "Entire column" to insert a new row or column.

## Excel Assignment - 7

The new row or column will appear above or to the left of the selected row or column.

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

To hide and unhide columns in Excel, follow these steps:

Select the column or columns you want to hide.

Right-click and choose "Hide" from the context menu.

To unhide the column, select the columns on either side of the hidden column, right-click and choose "Unhide" from the context menu.

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

Here is an example table and some functions available in the AutoSum command:

| A    | B        | C     |
|------|----------|-------|
| Item | Quantity | Price |
| A    | 10       | 5.00  |
| B    | 15       | 7.50  |
| C    | 5        | 12.00 |
| D    | 20       | 3.00  |

To calculate the total quantity, select cell B5 and click on the AutoSum command. Press Enter to complete the function.

To calculate the average price, select cell C5 and click on the AutoSum command. Click on the drop-down arrow and choose "Average". Press Enter to complete the function.