**Advanced 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: This function automatically adds up the numbers in a range of cells. It is commonly used to quickly calculate totals or sums.

Recently Used: This dropdown displays a list of functions that have been recently used, making it convenient to access frequently used functions.

Text: Functions in this dropdown are used to manipulate text strings, such as CONCATENATE, LEFT, RIGHT, and MID.

Date & Time: Functions in this dropdown are used to work with date and time values, such as DATE, TODAY, and NOW.

Math & Trig: This dropdown contains mathematical and trigonometric functions, such as SUM, AVERAGE, SQRT, and SIN.

Statistical: Functions in this dropdown are used for statistical analysis, such as MEDIAN, MODE, STDEV, and COUNT.

Financial: This dropdown contains financial functions, such as PV (present value), FV (future value), PMT (payment), and RATE (interest rate).

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

To select a single column or row: Click on the column letter or row number.

To select multiple columns or rows: Click and drag across the column letters or row numbers, or hold down the Ctrl key while clicking on individual columns or rows to select non-adjacent ones.

To select the entire worksheet: Click the box at the intersection of the row numbers and column letters (to the left of row 1 and above column A).

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

AutoFit automatically adjusts the width of a column or the height of a row to fit the content within it. It is used to ensure that all content in a cell is visible without cutting off or wrapping the text.

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

To insert a new row: Right-click on the row number where you want to insert the row, then select "Insert" from the context menu.

To insert a new column: Right-click on the column letter where you want to insert the column, then select "Insert" from the context menu.

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

To hide a column: Select the column(s) you want to hide, right-click, and choose "Hide" from the context menu.

To unhide a 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.

We can create a table in Excel and use the AutoSum function to quickly calculate totals or sums for columns or rows within the table. Simply select the cell where you want the total to appear, click on the AutoSum button, and Excel will automatically insert the SUM function for you.