

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.

Ans:

1.AutoSum:

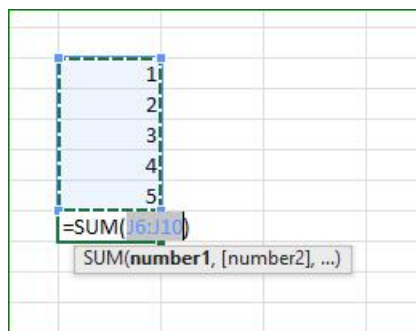
Steps: Formulas tab > Function Library group > AutoSum.

Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

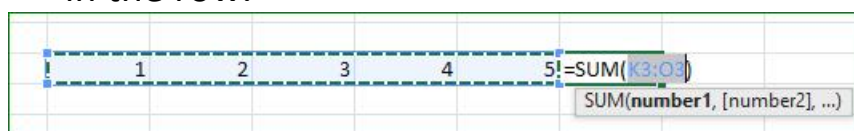
To use AutoSum in Excel, just follow these 3 easy steps:

Select a cell next to the numbers you want to sum:

1) To sum a column, select the cell immediately below the last value in the column.

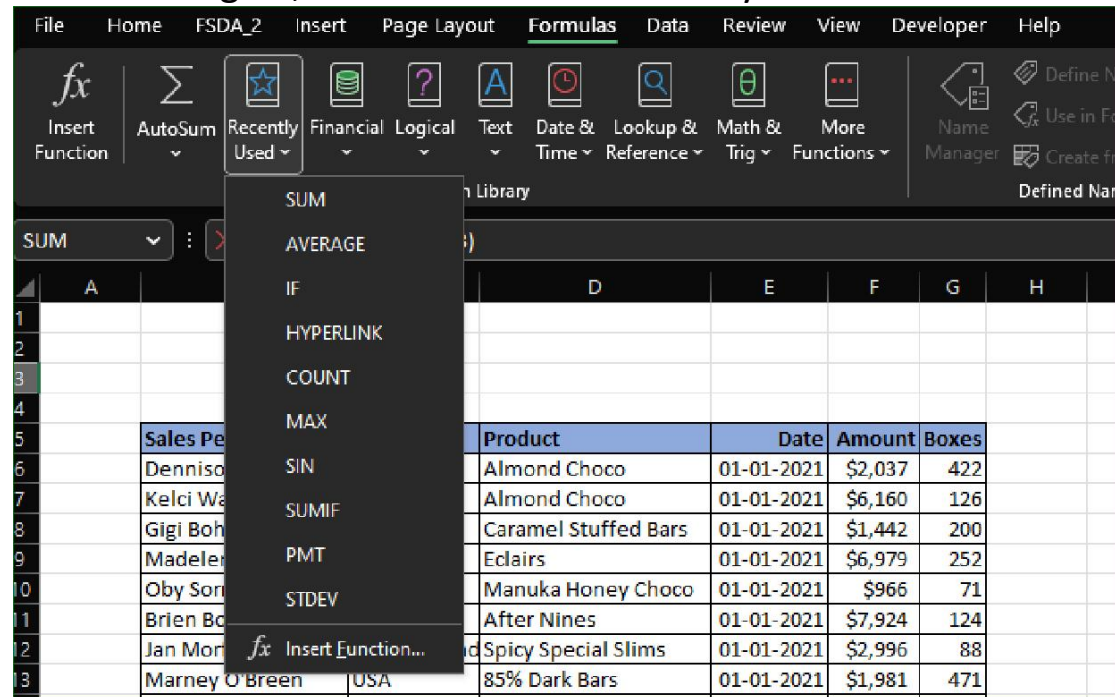


2) To sum a row, select the cell to the right of the last number in the row.



2. Recently Used:

The one you're looking for is the Recently Used dropdown, found on the left side of the Formulas tab. Click on its dropdown arrow to see a list of frequently and recently used Excel functions. Excel shows the top-10 most recently used functions. Again, these are customized to you.



3. Financial:

PMT: Financial Function in Excel

In excel, PMT denotes the periodical payment required to pay off for a particular period of time with a constant interest rate. Let's have a look at how to calculate it in excel –

PMT = (Rate, Nper, PV, [FV], [Type])

- Rate = It is the interest rate/period
- Nper = Number of periods
- PV = Present Value
- [FV] = An optional argument which is about the future value of a loan (if nothing is mentioned, FV is considered as "0")
- [Type] = When the payment is made (if nothing is mentioned, it's assumed that the payment has been made at the end of the period)

4. Logical:

Logical functions are used to compare more than one condition or multiple conditions. It returns the result as TRUE or FALSE by evaluating the arguments.

Ex: =IF(logical_test, [value_if_true], [value_if_false])
=IFERROR(value, value_if_error)

5. Text

Excel is mostly about the numerical data, but at times you can come across the data which has too much text and that is the time when Text Functions in Excel will help you to simplify the things easily.

EX: Len ()

Len function in Excel helps you to know the length of a string that is number of characters in a string. Syntax = LEN(text)

Trim()

Trim function in Excel removes the unnecessary spaces from a particular string.

Syntax =TRIM(Text)

6. Date & Time

For anyone working as a financial analyst, it can be useful to insert the current time and date^[1] into an Excel spreadsheet

EX: Current date formula:

=TODAY()

Current time formula:

=NOW()

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

Ans:

Excel spreadsheet:

1) Selecting columns by header:

click on the column letter or use Ctrl + Spacebar

2) Selecting rows by index:

click on the row number or use Shift + Spacebar

3) Selecting a range:

click and drag across the cells or use Ctrl + Shift + Arrow keys

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

Ans: The AutoFit in Excel is designed to automatically resize cells in a worksheet to accommodate different-sized data without manually changing the column width and row height.

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

Ans: Inserting a new column: right-click on the column letter to the right of where you want the new column and select "Insert"

Inserting a new row: right-click on the row number below where you want the new row and select "Insert"

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

Ans:

To hide and unhide columns in Excel, you can use the following steps:

Hide a column:

- Select the column(s) you want to hide
- Right-click on the selection and choose "Hide" from the context menu
- Alternatively, you can press "Ctrl + 0" on your keyboard

Unhide a column:

- Select the columns on either side of the hidden column(s)
- Right-click on the selection and choose "Unhide" from the context menu
- Alternatively, you can press "Ctrl + Shift + 0" on your keyboard
- Note that if you want to unhide a column that is not adjacent to any visible columns, you will need to select the entire range of hidden columns to unhide them all.

You can also use the "Format" option in the Excel ribbon to hide or unhide columns:

Hide a column:

- Select the column(s) you want to hide

- Go to the "Home" tab in the Excel ribbon
- Click on the "Format" button in the "Cells" section
- Choose "Hide & Unhide" from the dropdown menu, then select "Hide Columns"

Unhide a column:

- Select the columns on either side of the hidden column(s)
- Go to the "Home" tab in the Excel ribbon
- Click on the "Format" button in the "Cells" section
- Choose "Hide & Unhide" from the dropdown menu, then select "Unhide Columns"

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

Ans:

Sales Person	Geography	Product	Date	Amount	Boys
Andria Kimpton	USA	White Choc	01-01-2021	\$5,257	577
Barr Faughny	Canada	White Choc	01-01-2021	\$4,718	67
Barr Faughny	UK	Orange Choco	01-01-2021	\$9,303	82
Barr Faughny	USA	Mint Chip Choco	01-01-2021	\$14	1
Barr Faughny	Canada	Eclairs	01-01-2021	\$7,651	288
Brien Boise	USA	After Nines	01-01-2021	\$7,924	124
Ches Bonnell	USA	Eclairs	01-01-2021	\$2,359	125
Dennison Crosswaite	UK	Almond Choco	01-01-2021	\$2,037	422
Gigi Bohling	Canada	Caramel Stuffed Bars	01-01-2021	\$1,442	200
Gigi Bohling	Canada	Eclairs	01-01-2021	\$1,456	10
Husein Augar	UK	Caramel Stuffed Bars	01-01-2021	\$7,518	9
Jan Morforth	New Zealand	Spicy Special Slims	01-01-2021	\$2,996	88
Jan Morforth	Canada	85% Dark Bars	01-01-2021	\$70	396
Kelci Walkden	India	Almond Choco	01-01-2021	\$6,160	126
Kelci Walkden	Australia	Smooth Slikly Salty	01-01-2021	\$4,767	189
Madelene Upcott	India	Eclairs	01-01-2021	\$6,979	252
Marney O'Brien	USA	85% Dark Bars	01-01-2021	\$1,981	471
Oby Sorrel	USA	Manuka Honey Choco	01-01-2021	\$966	71
Using AutoSum functions			Total Amount	\$73,598	
			Max Price Product	\$9,303	
			Min Price Product	\$14	