

**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: Hyperlink a link which can used for URL purpose, Sort is used for order data in ascending or descending, Logical functions like If, AND, NOT, OR, IFS, IFERROR etc.

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

Ans: Ctrl+ Space for column and Shift + Space for Row.

1. What is AutoFit and why do we use it? Ans: AutoFit is used to automatically resize the cells as per the data in that cells. Using of AutoFit like we can see the whole text in the cell, no need to fit the cell size manually, and it also helps to understand the how lengthy data in that particular cell.
2. How can you insert new rows and columns into the existing table?

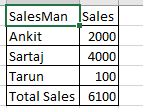
Ans: Place cursor on the table then right click, select insert option then insert row or column as per we need like column left or right and row above etc

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

Ans: Select the columns then Go to Home ribbon then select format on right side then click on hide/unhide option then click on it.

6. Create an appropriate table within the worksheet and use different

functions available in the AutoSum command.

Ans:  we can use Alt+= and Other Go to formula ribbon then AutoSum

