

ASSIGNMENT - 7 (ADVANCED EXCEL)

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 dropdown contains commonly used functions for basic calculations like sum, average, count, and more.

Example: SUM function

Click on a cell where you want the result to appear.

Go to the "Formulas" tab on the Excel ribbon.

Click on the "Insert Function" button.

In the "Insert Function" dialog box, select "AutoSum" from the dropdown.

Choose "SUM" from the dropdown list of functions.

Click "OK" to insert the SUM function.

You can then select the range of cells you want to sum, or manually enter cell references.

Recently Used:

This dropdown displays functions that you have recently used in the current Excel session.

Financial:

This dropdown contains financial functions for performing various financial calculations like NPV, IRR, PMT, and more.

Example: PMT function

Follow the same steps as above to open the Insert Function dialog box.

Select "Financial" from the dropdown.

Choose "PMT" from the list of financial functions.

Enter the required arguments (e.g., interest rate, number of periods, present value).

Click "OK" to insert the PMT function.

Text:

This dropdown contains text functions for manipulating text strings, such as LEFT, RIGHT, MID, CONCATENATE, and more.

Example: CONCATENATE function

Open the Insert Function dialog box.

Select "Text" from the dropdown.

Choose "CONCATENATE" from the list of text functions.

Enter the text strings or cell references you want to concatenate.

Click "OK" to insert the CONCATENATE function.

Date & Time:

This dropdown contains functions for working with dates and times, such as DATE, TODAY, YEAR, MONTH, and more.

Example: TODAY function

Open the Insert Function dialog box.

Select "Date & Time" from the dropdown.

Choose "TODAY" from the list of date and time functions.

Click "OK" to insert the TODAY function, which returns the current date.

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

In Excel, you can select columns and rows using various methods, depending on your preference and the specific selection you want to make. Here are the different ways to select columns and rows:

Selecting Entire Columns or Rows:

To select an entire column, click on the column header letter at the top of the column.

To select an entire row, click on the row header number on the left side of the row.

Selecting Multiple Columns or Rows:

To select multiple columns or rows that are contiguous (adjacent to each other), click and drag across the column headers or row headers.

Alternatively, hold down the Shift key while clicking on the column or row headers to select contiguous columns or rows.

Selecting Non-Contiguous Columns or Rows:

To select non-contiguous columns or rows (columns or rows that are not adjacent to each other), hold down the Ctrl key while clicking on the column or row headers.

You can continue holding down the Ctrl key and clicking on additional column or row headers to add them to the selection.

Using the Select All Command:

To select the entire worksheet, including all columns and rows, you can use the Select All command.

You can press Ctrl + A on your keyboard to select the entire worksheet, or click the button in the top-left corner of the worksheet where the row and column headers intersect.

Using the Name Box:

You can also use the Name Box to select columns or rows by entering their references.

Click on the Name Box (located to the left of the Formula Bar), enter the column letter(s) or row number(s) you want to select, and press Enter.

Using Keyboard Shortcuts:

You can use keyboard shortcuts to select columns or rows.

To select an entire column, press Ctrl + Spacebar.

To select an entire row, press Shift + Spacebar.

Using Go To Command:

You can use the Go To command to select specific columns or rows by their references.

Press Ctrl + G to open the Go To dialog box, enter the column or row references you want to select, and click OK.

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

AutoFit is a feature commonly found in software applications, particularly in spreadsheet programs like Microsoft Excel. It automatically adjusts the width or height of cells or columns to accommodate the content within them.

In Excel, for example, you can use AutoFit to resize a column so that it's wide enough to display the longest piece of content within that column. This can be text, numbers, or even images. Similarly, AutoFit for rows adjusts the height of rows to fit the content they contain.

We use AutoFit to ensure that our content is clearly visible and legible without having to manually adjust the column or row sizes. It's a convenient tool for formatting data in a way that maximizes readability and presentation, especially when dealing with large datasets or when content varies in length. AutoFit saves time and effort by automatically adjusting cell sizes based on the content they hold.

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

In most spreadsheet software, such as Microsoft Excel or Google Sheets, inserting new rows and columns into an existing table is a straightforward process. Here's how you can do it:

Inserting Rows:

Excel: Select the row below where you want the new row to appear. Right-click on the selected row number and choose "Insert" from the context menu. Alternatively, go to the "Home" tab, click on the "Insert" dropdown in the Cells group, and select "Insert Sheet Rows."

Google Sheets: Similarly, select the row below where you want the new row to appear. Then, go to the "Insert" menu and choose "Row above" or "Row below."

Inserting Columns:

Excel: Select the column to the right of where you want the new column to appear. Right-click on the selected column letter and choose "Insert" from the context menu. Alternatively, go to the "Home" tab, click on the "Insert" dropdown in the Cells group, and select "Insert Sheet Columns."

Google Sheets: Select the column to the right of where you want the new column to appear. Then, go to the "Insert" menu and choose "Column left" or "Column right."

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

Hiding and unhiding columns in Excel is a useful feature when you want to temporarily conceal certain columns without deleting them. Here's how you can hide and unhide columns:

To Hide Columns:

Select Columns: Click on the column letter(s) of the columns you want to hide. You can select multiple columns by clicking and dragging across the column letters, or by holding down the Ctrl key while clicking on individual column letters.

Hide Columns: Right-click on one of the selected column letters, then choose "Hide" from the context menu. Alternatively, you can go to the "Home" tab, click on the "Format" dropdown in the Cells group, then select "Hide & Unhide" and click "Hide Columns."

To Unhide Columns:

Unhide Specific Columns: Click on the column letters to the left and right of where the hidden columns are located. For example, if you've hidden columns C and D, click on columns B and E. This will select the adjacent columns as well as the hidden columns.

Unhide Columns: Right-click on one of the selected column letters, then choose "Unhide" from the context menu. Alternatively, you can go to the "Home" tab, click on the "Format" dropdown in the Cells group, then select "Hide & Unhide" and click "Unhide Columns."

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

Creating a Table:

Let's say we want to create a table to track monthly expenses. We'll have columns for different expense categories (e.g., Rent, Groceries, Utilities) and rows for each month.

Month	Rent	Groceries	Utilities
January	1000	300	150
February	1050	320	160
March	1100	330	155

Using AutoSum for Total Expenses:

Sum Function: To calculate the total expenses for each month, we can use the AutoSum command.

Place the cursor in the cell below the Rent column for January (e.g., cell B4).

Click on the AutoSum button (Σ) in the Editing group on the Home tab.

Excel will automatically select the range of cells above (B2:B4) and display the sum in cell B4.

Average Function: Similarly, you can calculate the average monthly expense for each category.

Place the cursor in the cell below the Rent column for Total (e.g., cell B5).

Click on the AutoSum button (Σ) in the Editing group on the Home tab.

Excel will automatically select the range of cells above (B2:B4) and display the average in cell B5.

You can then repeat this process for Groceries and Utilities.

Max and Min Functions: Additionally, you can find the maximum and minimum expenses for each category.

Place the cursor in the cell below the Rent column for Max (e.g., cell B6).

Click on the AutoSum button (Σ) in the Editing group on the Home tab.

Excel will automatically select the range of cells above (B2:B4) and display the maximum value in cell B6.

Repeat the same process for the Min function.

Count Function: If you want to count the number of months, you can use the Count function.

Place the cursor in the cell below the Rent column for Count (e.g., cell B7).

Click on the AutoSum button (Σ) in the Editing group on the Home tab.

Excel will automatically select the range of cells above (B2:B4) and display the count in cell B7.