Assignment 7

Q1. 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) Here are some examples of functions available in the different dropdowns present in the function library:

AutoSum: This function is used to add a range of cells. To use this function, select the cell where you want the result to appear, then click on the AutoSum button. Excel will automatically select the cells it thinks you want to add, and display the result.

Recently Used: This dropdown contains a list of the most recently used functions. You can click on

any of the functions in the list to insert it into your spreadsheet.

Text: This dropdown contains functions that are used to manipulate text in Excel. For example, you can use the CONCATENATE function to combine two or more strings of text into one, or the LEFT function to extract a certain number of characters from the left side of a string.

Date & Time: This dropdown contains functions that are used to work with dates and times in Excel. For example, you can use the TODAY function to display the current date, or the HOUR function to extract the hour from a time value.

Math & Trig: This dropdown contains functions that are used for mathematical calculations. For example, you can use the SUM function to add a range of cells, or the POWER function to raise a number to a certain power.

Statistical: This dropdown contains functions that are used for statistical analysis. For example, you can use the AVERAGE function to calculate the average of a range of cells, or the COUNT function to count the number of cells in a range that contain numeric values.

Lookup & Reference: This dropdown contains functions that are used to look up data in a table or range of cells. For example, you can use the VLOOKUP function to search for a value in the first column of a table, and return a corresponding value from a different column in the same row.

Financial: This dropdown contains functions that are used for financial calculations. For example, you can use the PV function to calculate the present value of an investment, or the FV function to calculate the future value of an investment.

Q2. What are the different ways you can select columns and rows?

Ans) There are several ways to select columns and rows in Excel:

Clicking on the column or row header: You can click on the letter or number of the column or row you want to select. This will highlight the entire column or row.

Dragging the column or row header: You can click and drag the letter or number of the column or row to select multiple columns or rows at once.

Using the keyboard: You can use keyboard shortcuts to select columns or rows. For example, to select an entire column, you can press the "Ctrl" key and the space bar at the same time. To select an entire row, you can press the "Shift" key and the space bar at the same time.Using the Name Box: You can use the Name Box, located to the left of the formula bar, to select a specific range of columns or rows. Simply type the range you want to select into the Name Box, such as "A1:A10" for the first 10 cells in column A.

Using the Select command: You can use the Select command on the Home tab of the ribbon to select various parts of your worksheet, including entire columns or rows. Click on the arrow next to the Select command to see the different options, such as "Select Column" or "Select Row."

Using the Find and Replace command: You can use the Find and Replace command on the Home tab of the ribbon to select all cells in a specific column or row that contain a certain value or text string. Simply enter the value or text string you want to find in the "Find what" box, and then click on the "Find All" button to select all matching cells.

Q3. What is AutoFit and why do we use it?

Ans) AutoFit is a feature in Microsoft Excel that allows you to automatically adjust the width of a column or the height of a row to fit the contents of the cells. When you use AutoFit, Excel calculates the optimal width or height based on the content of the cells in that column or row.

We use AutoFit for several reasons:

To make our data more readable: When a column or row is too narrow or too wide, it can be difficult to read the data in the cells. AutoFit ensures that the data is displayed in a way that is easy to read.

To save space: If you have a lot of data in your spreadsheet, AutoFit can help you save space by minimizing the amount of horizontal or vertical space that is used.

To improve the overall appearance of our spreadsheet: When columns and rows are properly sized, the overall appearance of the spreadsheet looks more organized and professional.

To use AutoFit, simply select the column or row you want to adjust, then double-click on the right edge of the column header or the bottom edge of the row header. Alternatively, you can click on the "Format" button in the Home tab of the ribbon, then select "AutoFit Column Width" or "AutoFit Row Height" from the dropdown menu. Excel will then adjust the column or row to fit the content of the cells.

Q4. How can you insert new rows and columns into the existing table?

Ans) To insert new rows and columns into an existing table in Excel, you can follow these steps:

Select the row or column where you want to insert a new row or column. To select a row or column, click on the row or column header (the number or letter that corresponds to the row or column) to select the entire row or column.

Right-click on the selected row or column to open the context menu.

Select "Insert" from the context menu.

Choose whether you want to insert a row or column by selecting the appropriate option from the dropdown menu.

Excel will then insert a new row or column above or to the left of the selected row or column.

Alternatively, you can use the "Insert" command on the Home tab of the ribbon to insert anew row or column. To do this, select the row or column where you want to insert a new row or column, then click on the "Insert" command and choose the appropriate option from the dropdown menu

When you insert a new row or column into a table, Excel will automatically adjust the formatting and formulas of the table to include the new row or column. Any data or formulas that were in the rows or columns adjacent to the inserted row or column will be shifted accordingly.

Q5. How do you hide and unhide columns in excel?

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

Select the column(s) you want to hide. To select a column, click on the letter that corresponds to the column.

Right-click on the selected column(s) to open the context menu.

Select "Hide" from the context menu. The selected column(s) will disappear from the worksheet.

To unhide a hidden column:

Select the columns adjacent to the hidden column(s). For example, if you hid column C, select columns B and D.

Right-click on the selected columns to open the context menu.

Select "Unhide" from the context menu. The hidden column(s) will reappear between the selected columns.

Alternatively, you can use the "Hide" and "Unhide" commands on the Home tab of the ribbon. To hide a column, select the column and click on the "Hide" command in the Cells group. To unhide a column, select the adjacent columns, click on the "Unhide" command, and choose the hidden column from the list of hidden columns.

Q6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

here's an example table with sample data:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Price | Quantity | Total |
| Apple | 0.75 | 10 |  |
| Banana | 0.50 | 15 |  |
| Oranges | 0.80 | 20 |  |
| Grapes | 1.12 | 12 |  |
| Total |  |  |  |

To use different functions available in the AutoSum command:

Click on the cell where you want to display the total for the "Price" column. In this case, it's cell B5.

Click on the "AutoSum" command in the Editing group on the Home tab of the ribbon. Excel will automatically select the range of cells above the current cell.

Press Enter to complete the formula. Excel will calculate the sum of the "Price" column and display it in cell B5.

Repeat the process for the "Quantity" column and display the total in cell C5.

To calculate the total cost for each item, click on cell D2.

Click on the "AutoSum" command and select the range of cells that corresponds to the first item. In this case, it's cells B2 and C2.

Press Enter to complete the formula. Excel will calculate the total cost for the first item and display it in cell D2.

Copy the formula in cell D2 to the rest of the cells in the "Total" column by selecting cell D2, clicking on the bottom right corner of the cell to drag it down to the last row of the table.

The table should now look like this:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Price | Quantity | Total |
| Apple | 0.75 | 10 | 7.50 |
| Banana | 0.50 | 15 | 7.50 |
| Oranges | 0.80 | 20 | 16.00 |
| Grapes | 1.12 | 12 | 14.40 |
| Total |  |  | 45.40 |

Note that in this example, we used the "SUM" function, which is one of the functions available in the AutoSum command.