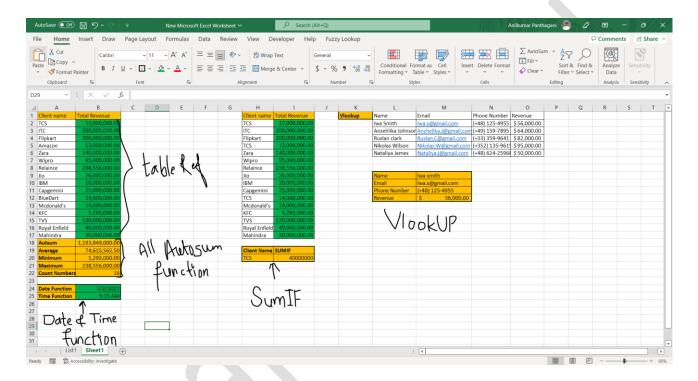
Excel Assignment - 7

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: Here, I have used some of the AutoSum Functions, Count, SumIF, Vlookup, Date and Time.

To Insert Function:

Formula tab -> left top corner -> insert Function -> you can choose the function then apply the formula for result.



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

Ans:

- 1. Press and hold CTRL + click on required column/row.
- 2. Press CTRL + single press SPACE/double press SPACE to select column with heading.
- 3. Press CTRL + SHIFT + \rightarrow left arrow to select row
- 4. Click on Row number reference to whole Row
- 3. What is AutoFit and why do we use it?

Ans: AutoFit is the feature that automatically adjusts the row height and column width, so that text or any other value fit into the cell.

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

Ans: Click on where you need the row or column to be input, then go to Home Tab -> Insert Under cells -> click on insert sheet rows/columns accordingly

Right click on row/column after the row/column to be input then 'right click then Insert'

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

Ans: There are two ways to do it

- 1. Right click on the column which you want to Hide and Unhide
- 2. Home Tab -> under Cells -> Format -> Visibility -> Hide/Unhide.
- 6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command?

Ans: Home tab -> Editing -> AutoSum, beside AutoSum, we have drop down sign click on that, you can find several options to calculate the required values.

Otherwise, Shortcut Key is ALT++

