

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.

The screenshot displays the Microsoft Excel interface with several data tables and handwritten annotations. The 'Formulas' tab is active, showing the 'Insert Function' button in the top-left corner. The ribbon includes 'File', 'Home', 'Insert', 'Draw', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Developer', and 'Help'. The 'Formulas' ribbon has a 'Function Library' group with 'AutoSum', 'Recently Used', 'Text', 'Date & Time', and 'More Functions'. The 'More Functions' dropdown is open, showing a list of functions. The spreadsheet contains three tables: a 'Client name' table (A1:B17), a 'Client name' table (H1:I17), and a 'Vlookup' table (L1:M6). The 'Client name' table (A1:B17) has columns 'Client name' and 'Total Revenue'. The 'Client name' table (H1:I17) has columns 'Client name' and 'Total Revenue'. The 'Vlookup' table (L1:M6) has columns 'Name', 'Email', 'Phone Number', and 'Revenue'. Handwritten annotations include 'Table Ref' pointing to the 'Client name' table (A1:B17), 'All Autosum function' pointing to the 'AutoSum' button, 'Date & Time function' pointing to the 'Date & Time' button, and 'SumIF' pointing to the 'SUMIF' function in the 'More Functions' dropdown.

Client name	Total Revenue
TCS	13,000,000.00
ITC	200,000,000.00
Flipkart	200,000,000.00
Amazon	13,000,000.00
Zara	140,000,000.00
Wipro	95,000,000.00
Reliance	238,556,000.00
Jio	26,000,000.00
IBM	20,000,000.00
Capgemini	25,000,000.00
BlueDart	14,000,000.00
Mcdonald's	14,000,000.00
KFC	5,293,000.00
TVS	120,000,000.00
Royal Enfield	40,000,000.00
Mahindra	30,000,000.00

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KFC	5,293,000.00
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Royal Enfield	40,000,000.00
Mahindra	30,000,000.00

Name	Email	Phone Number	Revenue
Iwa Smith	iwa.s@gmail.com	(+48) 125-4955	\$56,000.00
Anzhelika Johnson	Anzhelika.J@gmail.com	(+49) 159-7895	\$64,000.00
Ruslan Clark	Ruslan.C@gmail.com	(+33) 359-9641	\$82,000.00
Nikolas Wilson	Nikolas.W@gmail.com	(+352) 135-9611	\$95,000.00
Nataliya James	Nataliya.J@gmail.com	(+48) 624-2596	\$50,000.00

Client Name	SUMIF
TCS	40000000

Date Function	Time Function
7/2/2022	5:15 AM

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 + → 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

OR

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+=**

