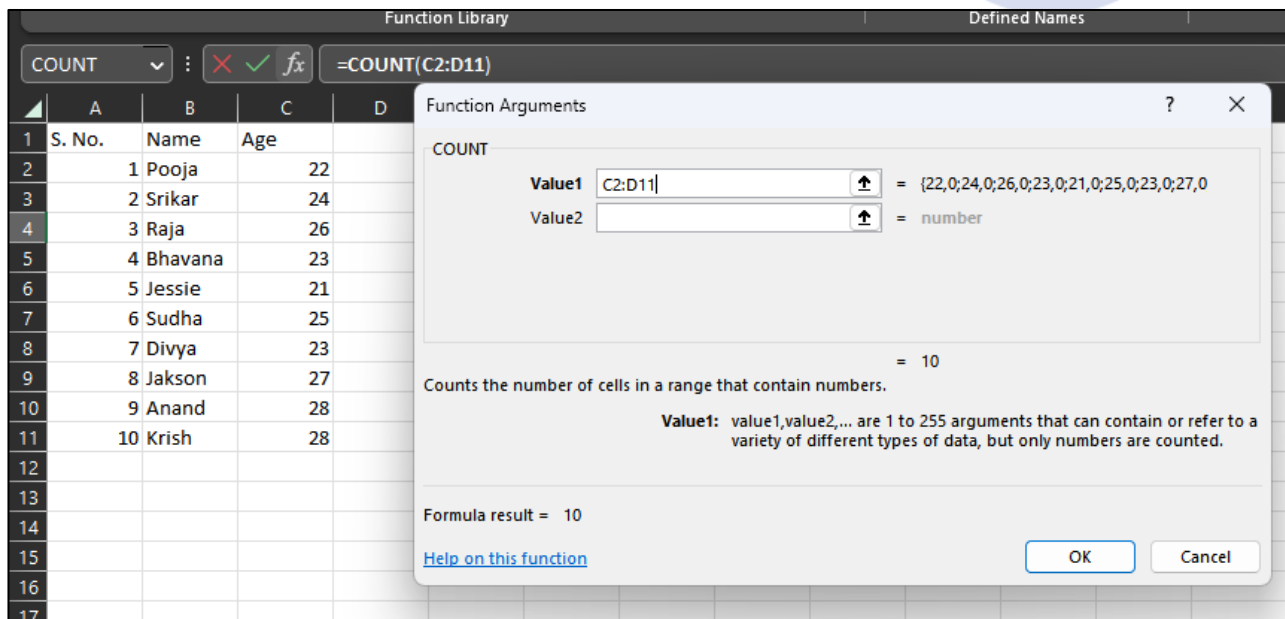
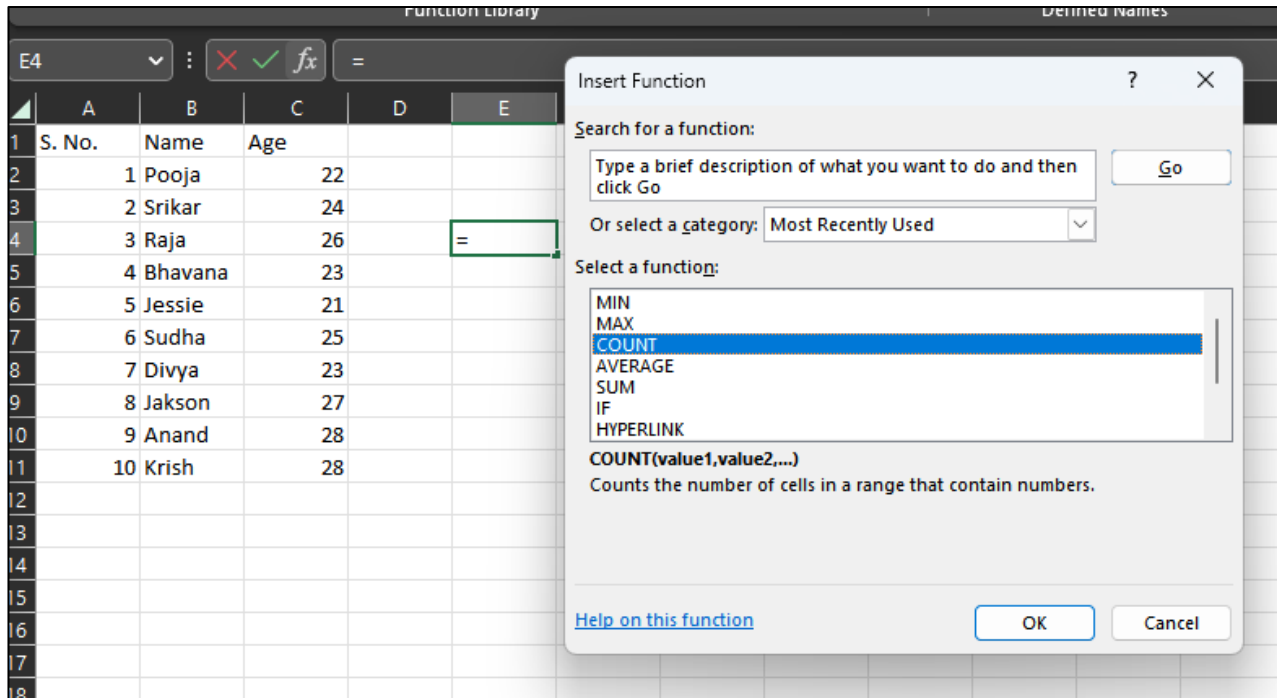


Excel Assignment - 7

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.



	A	B	C	D	E	F
1	S. No.	Name	Age			
2	1	Pooja	22			
3	2	Srikar	24			
4	3	Raja	26	Count	10	
5	4	Bhavana	23			
6	5	Jessie	21			
7	6	Sudha	25			
8	7	Divya	23			
9	8	Jakson	27			
10	9	Anand	28			
11	10	Krish	28			
12						

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

Select the letter at the top to select the entire column or click on any cell in the column and then press Ctrl + Space.

Select the row number to select the entire row click on any cell in the row and then press Shift + Space.

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

Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different-sized data without having to manually change the column width and row height. But sometimes, when we don't know about the exact width of the column or the height of the row, then we use Autofit in Excel. It automatically adjusts the row height or column width.

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

Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon). To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

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

On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

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

	A	B	C	D	E	F	G
1	S. No.	Name	Age	Salary			
2	1	Pooja	22	25000			
3	2	Srikar	24	28000			
4	3	Raja	26	30000		sum	289000
5	4	Bhavana	23	28000		average	28900
6	5	Jessie	21	32000		count	10
7	6	Sudha	25	29000		max	32000
8	7	Divya	23	27000		min	25000
9	8	Jakson	27	32000			
10	9	Anand	28	30000			
11	10	Krish	28	28000			
12							

