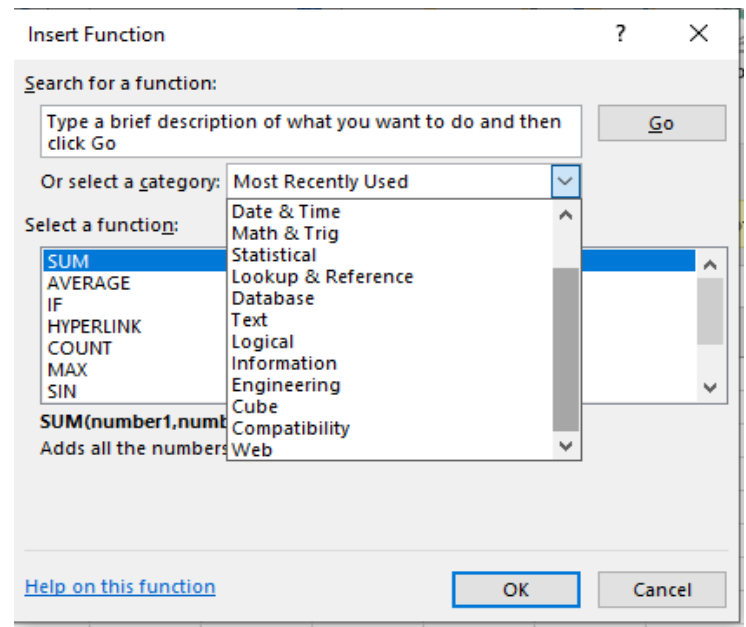
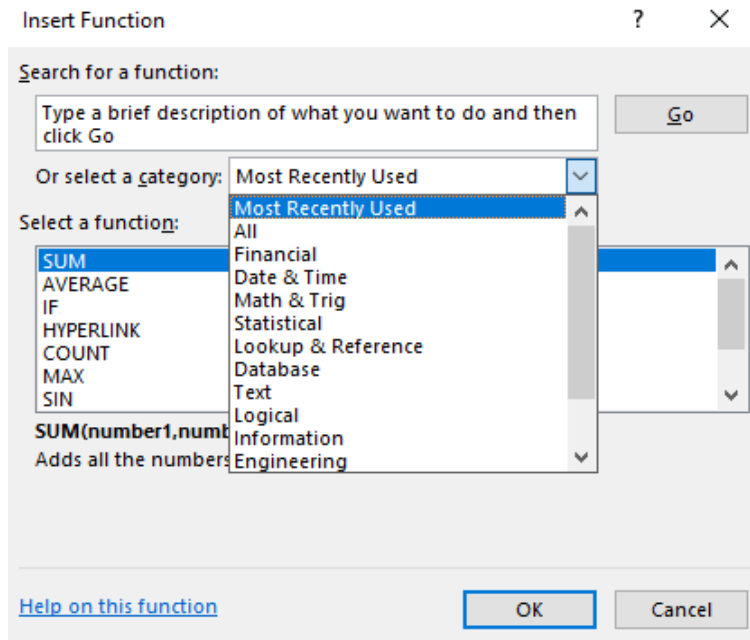


## Advance Excel Assignment 7

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.

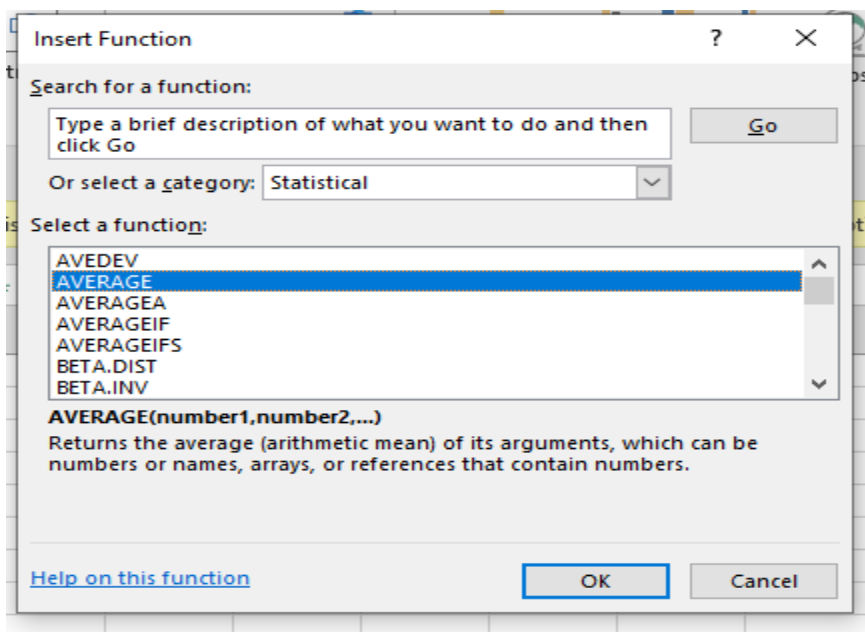
**Ans:-** In excel Insert Function dialog box can be viewed by clicking on Insert Function Button "Fx".

Step 1:- After clicking the Insert Function Button, A insert function dialog box will open.



Step 2:- Either we can search by typing in the Search for a function box or we can select the function by choosing a category..

Step 3:- Now take an example by choosing any category. Let's choose statistical then the



Step 4:- Hence, we got all the function related to Statistical.

Step 5:- Choose the function.

Step 6:- Click Ok

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

Ans:- There are many different ways to select columns and rows in excel. Some of them are mentioned below:-

Method 1:- By clicking on the Select all button.

Method 2:- By the help of Mouse i.e by dragging the mouse

Method 3:- For Columns:- Click on the cell and then press Ctrl+ Space

For Rows :- Click on the cell and then press Shift+ Space

Method 4:- Hold Shift and then click on the Row or Column

Method 5:- Hold Ctrl and then click on the Row or Column

Method 6 :- Hold Shift and the press arrow key

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

Ans:- Autofit :- Autofit is a command in excel which is used to adjust the text into the cell quickly.

We can use the autoFit command by following ways:-

- Using the mouse double-click method
- Using the AutoFit option in the ribbon
- Using a keyboard shortcut :- For Rows :- ALT + H + O + A  
For Column :- ALT + H + O + I

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

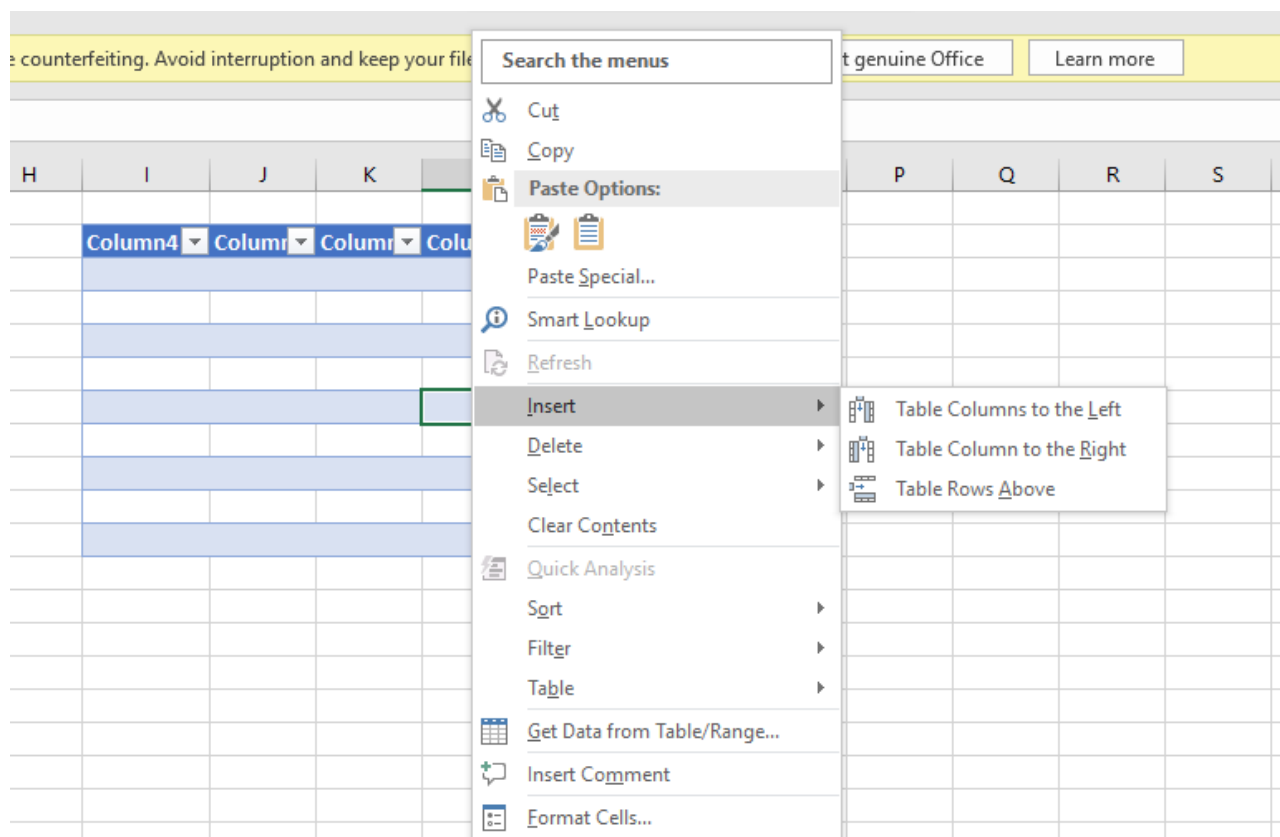
Ans:- Step 1:- Click on the Insert Menu.

Step 2:- Click on table and then create the table.

For Inserting the row or column

Step 3:- Right Click on the table where we want to add the row or column.

Step 4 :- Then go to the insert option and then click on the option to add the row or column.



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

Ans:- We can hide and unhide column by different ways:-

### Hide:-

Method 1:- Select the Column,  
Right Click on column Number and then choose Hide.

Method 2:- Select the column,  
Click on the Format option in Ribbon and then click on hide and unhide option  
Click on hide column

Method 3:- Select the column. And then press Ctrl +0

### Unhide:-

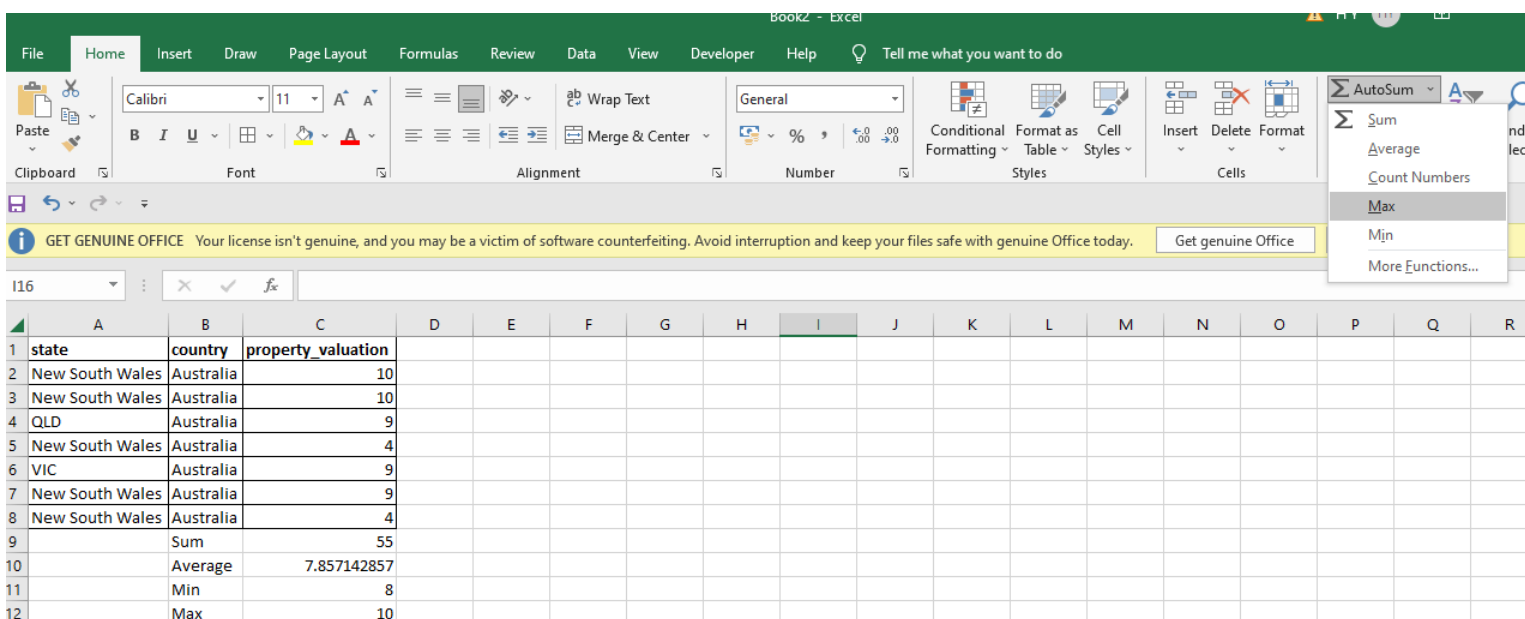
Method 1:- In the Column no we will see two vertical lines then expand by mouse to unhide.

Method 1:- Select the multiple Columns,  
Right Click on column Number and then choose UnHide.

Method 2:- Select the multiple column,  
Click on the Format option in Ribbon and then click on hide and unhide option  
Click on unhide column

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

Ans:- Here I created the data set and used the different function of the autosum command.



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home'. The worksheet contains a table with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	state	country	property_valuation															
2	New South Wales	Australia	10															
3	New South Wales	Australia	10															
4	QLD	Australia	9															
5	New South Wales	Australia	4															
6	VIC	Australia	9															
7	New South Wales	Australia	9															
8	New South Wales	Australia	4															
9		Sum	55															
10		Average	7.857142857															
11		Min	8															
12		Max	10															

The AutoSum dropdown menu is open, showing options: Sum, Average, Count Numbers, Max, Min, and More Functions...