

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.

- AutoSum (Recently Used):
 1. SUM: Calculates the sum of a range of cells.
 2. AVERAGE: Calculates the average of a range of cells.
 3. COUNT: Counts the number of cells that contain numbers in a range.
 4. MAX: Returns the largest value in a range of cells.
 5. MIN: Returns the smallest value in a range of cells.
- Financial (Recently Used):
 1. PMT: Calculates the monthly payment for a loan, based on constant payments and a constant interest rate.
 2. FV: Calculates the future value of an investment, based on periodic, constant payments and a constant interest rate.
 3. NPV: Calculates the net present value of an investment, based on a series of periodic cash flows and a discount rate.
 4. IRR: Calculates the internal rate of return of an investment, based on a series of periodic cash flows.
- Text (Recently Used):
 1. CONCATENATE: Combines multiple text strings into one.
 2. LEFT: Extracts a specified number of characters from the left side of a text string.
 3. RIGHT: Extracts a specified number of characters from the right side of a text string.
 4. LEN: Returns the length (number of characters) of a text string.
- Date & Time (Recently Used):
 1. TODAY: Returns the current date.
 2. NOW: Returns the current date and time.
 3. DATE: Creates a date value using year, month, and day.
 4. EDATE: Returns a date a specified number of months before or after a given date.

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

- Select a single column or row:
 1. To select a single column, click on the column letter at the top of the column.
 2. To select a single row, click on the row number at the left of the row.
- Select adjacent columns or rows:
 1. To select adjacent columns, click on the column letter of the first column, hold down the mouse button, and drag across the desired columns.
 2. To select adjacent rows, click on the row number of the first row, hold down the mouse button, and drag down to the desired rows.
- Select non-adjacent columns or rows:

1. To select non-adjacent columns, hold down the "Ctrl" key on your keyboard and click on the column letters of the columns you want to select. You can select columns from different parts of the worksheet.
2. To select non-adjacent rows, hold down the "Ctrl" key and click on the row numbers of the rows you want to select. You can select rows from different parts of the worksheet.
 - Select entire columns or rows:
1. To select an entire column, click on the column letter at the top of the column, then press "Ctrl+Spacebar" on your keyboard.
2. To select an entire row, click on the row number at the left of the row, then press "Shift+Spacebar" on your keyboard.
 - Select using the Name Box:
1. You can enter the reference of a specific column or row into the Name Box (located next to the formula bar), and press "Enter" to select it.
- 2.

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

- AutoFit is a feature in Excel that allows you to automatically adjust the width of a column or the height of a row to fit the contents within it. It is useful when you have data that is too wide or too tall to fit within a cell, and you want to ensure that all the data is visible without having to manually adjust the column width or row height.
 - To use AutoFit in Excel:
1. Select the column(s) or row(s) you want to adjust.
 2. Go to the "Home" tab in the Excel toolbar.
 3. In the "Cells" group, click on the "Format" button.
 4. From the dropdown menu, select "AutoFit Column Width" to adjust the width of selected columns or "AutoFit Row Height" to adjust the height of selected rows.

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

- To insert new rows and columns into an existing table in Excel, you can follow these steps:
- Select the entire row or column next to where you want to insert the new row or column. For example, if you want to insert a new row above Row 5, select Row 5. Similarly, if you want to insert a new column to the left of Column C, select Column C.
- Right-click on the selected row or column, and from the context menu, choose "Insert" to insert the new row or column. Alternatively, you can also go to the "Home" tab in the Excel toolbar, click on the "Insert" button in the "Cells" group, and select "Insert Sheet Rows" or "Insert Sheet Columns".
- Excel will insert a new row above the selected row or a new column to the left of the selected column. The existing table will automatically adjust to accommodate the newly inserted row or column. Any data or formatting in the existing table will also be shifted accordingly.

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

- To hide and unhide columns in Excel, you can follow these steps:
 - To Hide Columns:

- Select the column(s) that you want to hide. You can do this by clicking on the column letter(s) at the top of the column.
- Right-click on the selected column(s) and choose "Hide" from the context menu. Alternatively, you can go to the "Home" tab in the Excel toolbar, click on the "Format" button in the "Cells" group, and select "Hide & Unhide" followed by "Hide Columns".
- The selected column(s) will now be hidden from view in the Excel worksheet. The hidden columns will not be displayed, but the rest of the columns will shift to fill the space.
 - To Unhide Columns:
 - Select the adjacent columns on either side of the hidden column(s). For example, if you want to unhide Column B, select both Column A and Column C.
 - Right-click on the selected columns and choose "Unhide" from the context menu. Alternatively, you can go to the "Home" tab, click on the "Format" button in the "Cells" group, and select "Hide & Unhide" followed by "Unhide Columns".
 - Excel will unhide the hidden column(s), making them visible again in the worksheet. The unhidden columns will be restored to their original position.
 - Hiding and unhiding columns in Excel allows you to temporarily remove columns from view to declutter the worksheet or focus on specific data. Unhiding columns helps you bring back the hidden data when needed without permanently deleting or modifying the content.

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

- To hide and unhide columns in Excel, you can follow these steps:
 - To Hide Columns:
 - Select the column(s) that you want to hide. You can do this by clicking on the column letter(s) at the top of the column.
 - Right-click on the selected column(s) and choose "Hide" from the context menu. Alternatively, you can go to the "Home" tab in the Excel toolbar, click on the "Format" button in the "Cells" group, and select "Hide & Unhide" followed by "Hide Columns".
 - The selected column(s) will now be hidden from view in the Excel worksheet. The hidden columns will not be displayed, but the rest of the columns will shift to fill the space.
 - To Unhide Columns:
 1. Select the adjacent columns on either side of the hidden column(s). For example, if you want to unhide Column B, select both Column A and Column C.
 2. Right-click on the selected columns and choose "Unhide" from the context menu. Alternatively, you can go to the "Home" tab, click on the "Format" button in the "Cells" group, and select "Hide & Unhide" followed by "Unhide Columns".
 3. Excel will unhide the hidden column(s), making them visible again in the worksheet. The unhidden columns will be restored to their original position.
 4. Hiding and unhiding columns in Excel allows you to temporarily remove columns from view to declutter the worksheet or focus on specific data. Unhiding columns helps you bring back the hidden data when needed without permanently deleting or modifying the content.

