

# Excel Assignment 7

**Que 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 1 -** Insert Function dialog box to help you insert the correct formula and arguments for your needs:

In **AUTO SUM** we have different functions like SUM, MIN COUNT, AVERAGE ETC.

In **RECENTLY USED** - CONCAT, IF, RIGHT, MID, LEFT, ETC.

In **LOGICAL** – AND, OR, FALSE, TRUE, NOT

In **DATE & TIME** – DATE, DAY, HOURS, MONTH, TODAY ETC.

**Que 2 - What are the different ways you can select columns and rows?**

**Ans 2 –** CTRL+A, Or CTRL+SHIFT+DOWN ARROW Or click on any cell in the column and then press Ctrl + Space. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

