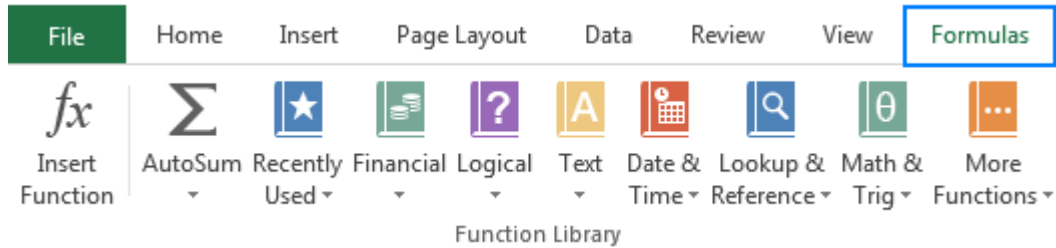


Excel Assignment – 7

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.

Answer: we can find all available Excel functions in the **Function Library** on the *Formulas* tab:



SUM

The first Excel function we should be familiar with is the one that performs the basic arithmetic operation of addition:

SUM(*number1*, [number2], ...)

In the syntax of all Excel functions, an argument enclosed in [square brackets] is optional, other arguments are required. Meaning, our Sum formula should include at least 1 number, reference to a cell or a range of cells. For example:

=SUM(B2:B6) - adds up values in cells B2 through B6.

=SUM(B2, B6) - adds up values in cells B2 and B6.

If necessary, we can perform other calculations within a single formula, for example, add up values in cells B2 through B6, and then divide the sum by 5:

=SUM(B2:B6)/5

To sum with conditions, use the SUMIF function: in the 1st argument, we enter the range of cells to be tested against the criteria (A2:A6), in the 2nd argument - the criteria itself (D2), and in the last argument - the cells to sum (B2:B6):

=SUMIF(A2:A6, D2, B2:B6)

In our Excel worksheets, the formulas may look something similar to this:

	A	B	C	D	E	F	G	H
1	Item	Qty.		Total	11	=SUM(B2:B6)		
2	Apples	1		Apples	4	=SUMIF(A2:A6, D2, B2:B6)		
3	Oranges	2						
4	Lemons	3						
5	Oranges	2						
6	Apples	3						

NOTE: The fastest way to **sum a column** or **row of numbers** is to select a cell next to the numbers we want to sum (the cell immediately below the last value in the column or to the right of the last number in the row), and click the **AutoSum** button on the *Home* tab, in the *Formulas* group. Excel will insert a SUM formula for we automatically.

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

Answer: Select one or more rows and columns:-

- 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. 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.

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

Answer: AutoFit is a feature in Excel that allows we to quickly adjust the row height or column width to fit the text completely (so that there is no spilling over to other cells).

Also, AutoFit means that we don't have to manually specify the column width or row height (or manually drag and adjust the column width). It's Auto- i.e., it will figure out itself how much it should expand/contract to fit the current cell content

- **AutoFit Column Width:** This feature automatically adjusts the column width to fit the text in the cell. we can fit text for multiple columns at once .
- **Autofit Row Height:** This feature automatically adjusts the row height to fit the text in the cell. we can autofit multiple rows at once.

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

Answer: Click where you want in your table to add a row or column and then click the Layout tab **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?

Answer:

Hide columns

- Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.
- Right-click the selected columns, and then select **Hide**.

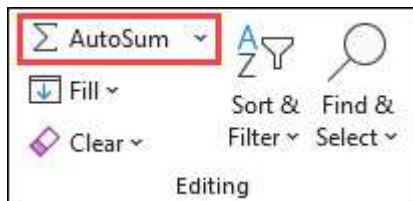
Unhide columns

- Select the adjacent columns for the hidden columns.
- Right-click the selected columns, and then select **Unhide**.

Or double-click the double line between the two columns where hidden columns exist.

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

Answer: If we need to sum a column or row of numbers, let Excel do the math for we. Select a cell next to the numbers we want to sum, click **AutoSum** on the **Home** tab, press **Enter**, and we're done.



When we click **AutoSum**, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click **AutoSum**. A formula appears in cell B7, and Excel highlights the cells we're totaling.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

Press Enter to display the result (95.94) in cell B7. we can also see the formula in the formula bar at the top of the Excel window.

B7	✕	✓	<i>fx</i>	=SUM(B3:B6)
	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	95.95		
8				

END