

Excel assignment - 7

① Using insert function & give examples of any function available in the different dropdown present in the function library. For example Autosum, Recently used, Text, date & time.

i) Sum function:

You can add individual values, cell references or a mix of all three. For example =sum(A2:A10) adds the values in cells A2:A10 =sum(A2:C10) adds the values in cells A2:A10, as well as cells C2:C10.

ii) Recently used function:

- ② * click where you want to store a function.
- * click formulas tab
- * click recently

iii) Text functions:

The text functions is useful when concatenating a formatted number to a text

string. Example "Sales last year increased
by over \$ 43,500" where num on 43500 has
been formatted with a currency symbol
and thousands separator.

④ Date and time

The `datepart` function accepts a date, `datetime`, or valid date string and returns the day part as an integer value. Syntax: `Day(date)` - Example of `(DAY)`:

select `getdate()`

② what are the different ways you can

select columns and rows?

select the entire at the top

ctrl + space. select the column or click

on any cell in the column then press

ctrl + space. select the row number to

select the entire row. or click on any

cell in the row and then press

ctrl + space. select all in the row

shift + space. select all in the column

③ What is autoFit and why do we use it?

Auto Fit is a feature in Excel that allows you to quickly adjust the row height or column width to fit the text completely. AutoFit Row Compactly automatically adjusts the height of the row height to fit the text in the cell. You can autoFit multiple rows at once.

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

① Click where you want in your table to add a row or column and then click the layout tab. Then click insert above the or insert below and to add columns, click insert left or insert right.

⑥ how do you hide and unhide columns in excel?

on the home tab, in the cells group, click format. go one of the following: under visibility, click hide and unhide and then click unhide rows or columns

1998 (a)

Wet snow from no. 2900 ft. up to 3000 ft. at 1000 ft. above
the snow line. The snow was very wet and heavy.

979 979T 1106 6 32016 608

289 991st no Dog 1991 1991 1991

10 Oct 1900 1035 19892 Longs

99Bt 800 Nos 1x01 off f20102 Oct 1989
Nos off 8 2200hrs 8e.