Excel Assignment - 7

1. Using Insert Function, Examples of Functions from Different Dropdowns in the Function Library:

- AutoSum:

  - SUM: Adds all the numbers in a range of cells.

    ```excel
    =SUM(A1:A10)
    ```

- Recently Used:

  - AVERAGE: Calculates the average of a range of numbers.

    ```excel
    =AVERAGE(B1:B10)
    ```

- Text:

  - CONCATENATE: Joins two or more text strings into one string.

    ```excel
    =CONCATENATE("Hello, ", "World!")
    ```

- Date & Time:

  - TODAY: Returns the current date.

    ```excel
    =TODAY()
    ```

- Financial:

  - PMT: Calculates the payment for a loan based on constant payments and a constant interest rate.

  ```excel
  =PMT(0.05/12, 60, -10000)
  ```

- Logical:

  - IF: Checks whether a condition is met, and returns one value if true and another value if false.

  ```excel
  =IF(A1 > 10, "Yes", "No")
  ```

- Lookup & Reference:

  - VLOOKUP: Looks for a value in the leftmost column of a table and returns a value in the same row from a specified column.

  ```excel
  =VLOOKUP(A1, B1:C10, 2, FALSE)
  ```

2. Different Ways to Select Columns and Rows:

- Selecting Columns:

  - Click on the column letter to select the entire column.

  - Click and drag across column letters to select multiple columns.

  - Press `Ctrl + Space` to select the entire column of the active cell.

- Use `Shift + Space` to select multiple columns by clicking and then using the arrow keys while holding `Shift`.

- Selecting Rows:

  - Click on the row number to select the entire row.

  - Click and drag across row numbers to select multiple rows.

  - Press `Shift + Space` to select the entire row of the active cell.

  - Use `Shift + Space` to select multiple rows by clicking and then using the arrow keys while holding `Shift`.

3. What is AutoFit and Why Do We Use It?

- AutoFit: AutoFit is a feature in Excel that automatically adjusts the width of columns or the height of rows to fit the contents of the cells. This ensures that all the data is visible without manually adjusting the column width or row height.

- Usage:

  - AutoFit Column Width: Double-click the boundary to the right of the column heading or use `Alt + H + O + I`.

  - AutoFit Row Height: Double-click the boundary below the row heading or use `Alt + H + O + A`.

4. How to Insert New Rows and Columns into the Existing Table?

- Inserting Rows:

  - Right-click the row number where you want to insert a new row and select "Insert".

  - Use the shortcut `Ctrl + Shift + +` and select "Entire row".

  - Go to Home > Insert > Insert Sheet Rows.

- Inserting Columns:

  - Right-click the column letter where you want to insert a new column and select "Insert".

  - Use the shortcut `Ctrl + Shift + +` and select "Entire column".

  - Go to Home > Insert > Insert Sheet Columns.

5. How to Hide and Unhide Columns in Excel?

- Hiding Columns:

  - Right-click the column letter you want to hide and select "Hide".

  - Use the shortcut `Ctrl + 0`.

- Unhiding Columns:

  - Select the columns before and after the hidden columns, right-click, and select "Unhide".

  - Use the shortcut `Ctrl + Shift + 0` (may require adjustment of system settings to enable).

6. Create a Table and Use Different Functions Available in the AutoSum Command:

Example Table:

ID	Name	Sales
1	John	1000
2	Alice	1500
3	Bob	1200
4	Carol	1300

| 5 | Dave | 1100 |

AutoSum Functions:

- SUM:

```excel
=SUM(C2:C6)  // Calculates the total sales
```

- AVERAGE:

```excel
=AVERAGE(C2:C6)  // Calculates the average sales
```

- COUNT:

```excel
=COUNT(C2:C6)  // Counts the number of sales entries
```

- MAX:

```excel
=MAX(C2:C6)  // Finds the maximum sales value
```

- MIN:

```excel
=MIN(C2:C6)  // Finds the minimum sales value
```