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.

→The "Insert Function" feature in Excel allows you to easily search for and insert various functions into your worksheets. Let's go through examples from different categories in the function library:

1. AutoSum (Math & Trig):

- Click on the cell where you want the result.
- Go to the "Formulas" tab in the ribbon.
- Click on "AutoSum" in the "Function Library" group.
- It automatically adds the SUM function for the selected range.

2. Recently Used Functions:

- Under the "Formulas" tab, click on "Insert Function."
- In the "Insert Function" dialog box, you can find the "Recently Used" category.
- This section displays functions you have used recently.

3. Text Functions:

- Click on the cell where you want the result.
- Go to the "Formulas" tab and click on "Text" in the "Function Library" group.
- Choose a text function, e.g., "CONCATENATE."
- Follow the dialog box instructions to concatenate text.

4. Date & Time Functions:

- Click on the cell where you want the result.
- Go to the "Formulas" tab and click on "Date & Time" in the "Function Library" group.
- Choose a date function, e.g., "TODAY" to insert the current date.

5. Lookup & Reference Functions:

- Click on the cell where you want the result.
- Go to the "Formulas" tab and click on "Lookup & Reference" in the "Function Library" group.
- Choose a lookup function, e.g., "VLOOKUP."
- Follow the dialog box instructions to look up a value.

6. Math & Trig Functions:

- Click on the cell where you want the result.
- Go to the "Formulas" tab and click on "Math & Trig" in the "Function Library" group.
- Choose a math function, e.g., "SQRT" to calculate the square root.

7. Statistical Functions:

- Click on the cell where you want the result.
- Go to the "Formulas" tab and click on "Statistical" in the "Function Library" group.
- Choose a statistical function, e.g., "AVERAGE" to calculate the average.

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

→There are several ways to select columns and rows based on your specific needs. Here are different methods for selecting columns and rows:

Selecting Columns:

1. **Click and Drag:**
   - Position your cursor over the column letter at the top of the worksheet.
   - Click and hold the left mouse button.
   - Drag the cursor to the right or left to select multiple columns.
2. **Column Header Click:**
   - Click on the letter of the column header to select the entire column.
3. **Ctrl + Space:**
   - Click on any cell within the column.
   - Press "Ctrl + Space" to select the entire column.
4. **Shift + Space:**
   - Click on any cell within the column.
   - Press "Shift + Space" to select the entire column.

Selecting Rows:

1. **Click and Drag:**
   - Position your cursor over the row number on the left side of the worksheet.
   - Click and hold the left mouse button.
   - Drag the cursor up or down to select multiple rows.
2. **Row Header Click:**
   - Click on the number of the row header to select the entire row.
3. **Shift + Space:**
   - Click on any cell within the row.
   - Press "Shift + Space" to select the entire row.
4. **Ctrl + Shift + Arrow Keys:**
   - Click on any cell within the row.
   - Press "Ctrl + Shift" and then use the arrow keys to extend the selection in the desired direction.
5. **Ctrl + Space:**
   - Click on any cell within the row.
   - Press "Ctrl + Space" to select the entire row.

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

→"AutoFit" is a feature in Microsoft Excel that automatically adjusts the width or height of a column or row to accommodate the content within it. This functionality is useful for optimizing the layout of your spreadsheet, ensuring that the data is visible and properly formatted. There are two main AutoFit options in Excel:

1. **AutoFit Column Width:**
   - **How to use:**
     - Double-click the right boundary of the column header.
     - Or, select the column, go to the "Home" tab, and in the "Cells" group, click on "Format" and then "AutoFit Column Width."
   - **Why use it:**
     - It adjusts the width of the selected column to fit the widest cell content.

- Useful when the contents of a column are too wide to fit within the default column width.

2. **AutoFit Row Height:**
   - **How to use:**
     - Double-click the bottom boundary of the row header.
     - Or, select the row, go to the "Home" tab, and in the "Cells" group, click on "Format" and then "AutoFit Row Height."
   - **Why use it:**
     - It adjusts the height of the selected row to fit the tallest cell content.
     - Useful when the contents of a row are too tall to fit within the default row height.

Why AutoFit is used:

1. **Improved Readability:**
   - AutoFitting columns and rows ensures that the content is visible without the need for manual adjustments.
   - It enhances the readability of the spreadsheet by preventing text from being cut off or hidden.
2. **Efficient Space Utilization:**
   - AutoFit helps in optimizing the use of space on the worksheet.
   - It ensures that columns and rows occupy only the necessary space needed for the content.
3. **Quick Formatting:**
   - AutoFit provides a quick and easy way to format columns and rows without having to manually adjust their sizes.
4. **Consistent Presentation:**
   - It helps maintain a consistent and professional appearance in your spreadsheet.
   - Ensures that data is presented uniformly, making it easier for users to navigate and understand.

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

→**Inserting Rows or Columns Inside a Table:**

If you are working within a structured Excel table, the process is slightly different:

1. **Navigate to a Cell Within the Table:**
   - Click on any cell within the table.
2. **Insert Rows or Columns Inside the Table:**
   - Go to the "Table Tools Design" tab that appears when the table is selected.
   - In the "Table" group, click on the "Insert Above" or "Insert Below" for rows, or "Insert Left" or "Insert Right" for columns.

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

→In Excel, you can hide and unhide columns to control the visibility of specific data. Here are the steps for hiding and unhiding columns:

Hide Columns:

1. **Select the Columns:**

- Click on the column letter at the top of the worksheet to select the entire column(s) you want to hide. You can select multiple columns by holding down the "Ctrl" key while clicking on additional column letters.

2. **Right-Click and Choose "Hide":**
   - Right-click on one of the selected column letters.
   - From the context menu, choose "Hide."

   OR

3. **Use the "Format" Menu:**
   - Select the columns as described in Step 1.
   - Go to the "Home" tab in the ribbon.
   - In the "Cells" group, click on "Format."
   - Choose "Hide & Unhide" and then select "Hide Columns."

Unhide Columns:

1. **Select the Columns Around the Hidden Columns:**
   - Click on the column letter to the left of the hidden columns and the column letter to the right of the hidden columns.

2. **Right-Click and Choose "Unhide":**
   - Right-click on one of the selected column letters.
   - From the context menu, choose "Unhide."

   OR

3. **Use the "Format" Menu:**
   - Select the columns as described in Step 1.
   - Go to the "Home" tab in the ribbon.
   - In the "Cells" group, click on "Format."
   - Choose "Hide & Unhide" and then select "Unhide Columns."

Unhide Specific Columns:

If you have hidden specific columns and want to unhide them individually:

1. **Select the Columns Around the Hidden Column:**
   - Click on the column letter to the left and right of the hidden column.

2. **Right-Click and Choose "Unhide":**
   - Right-click on one of the selected column letters.
   - From the context menu, choose "Unhide."

   OR

3. **Use the "Format" Menu:**
   - Select the columns as described in Step 1.
   - Go to the "Home" tab in the ribbon.
   - In the "Cells" group, click on "Format."
   - Choose "Hide & Unhide" and then select "Unhide Columns."