

**Excel Assignment - 7**

1. Using Insert Function, give examples of any function available in the different dropdowns present in the function library:

- \*\*AutoSum\*\*: This dropdown allows you to quickly insert common functions like SUM, AVERAGE, COUNT, MAX, MIN, etc. For example, you can select "SUM" to add up a range of numbers.

- \*\*Recently Used\*\*: This dropdown displays functions you've recently used, making it convenient to reuse them.

- \*\*All\*\*: This dropdown provides access to all available functions in Excel, organized by categories such as Financial, Date & Time, Math & Trig, Text, etc. For example, you can use the "VLOOKUP" function to perform a vertical lookup.

- \*\*Logical\*\*: You can use this dropdown to insert logical functions like IF, AND, OR, NOT, etc. For example, you can select "IF" to create conditional statements.

- \*\*Text\*\*: This dropdown offers text manipulation functions like CONCATENATE, LEFT, RIGHT, MID, UPPER, LOWER, etc. For example, you can use "CONCATENATE" to combine text from different cells.

- \*\*Date & Time\*\*: Functions like DATE, TIME, NOW, YEAR, MONTH, DAY, etc., can be inserted using this dropdown. For instance, you can use "TODAY()" to insert the current date.

- \*\*Lookup & Reference\*\*: This dropdown includes functions like VLOOKUP, HLOOKUP, INDEX, MATCH, etc., which are useful for searching and referencing data.

2. Different ways to select columns and rows:

- To select an entire column, click on the column header (the lettered cell at the top of the column).

- To select multiple columns, click and drag across the column headers.

- To select an entire row, click on the row number (the numbered cell on the left of the row).

- To select multiple rows, click and drag down the row numbers.

- To select non-adjacent columns or rows, hold down the "Ctrl" key (or "Cmd" on Mac) while clicking on the headers or row numbers.

3. AutoFit and why we use it:

AutoFit is a feature in Excel that allows you to automatically adjust the width or height of a cell, column, or row to fit the content within it. You can use it to ensure that text or numbers are fully visible without excess whitespace.

- To AutoFit column width: Double-click the right boundary of the column header, or right-click the column header and select "AutoFit Column Width." This adjusts the column width to fit the longest content in that column.

- To AutoFit row height: Double-click the bottom boundary of the row header, or right-click the row header and select "AutoFit Row Height." This adjusts the row height to fit the tallest content in that row.

4. Inserting new rows and columns into an existing table:

- To insert a new row, right-click on the row header where you want to add the row and select "Insert." Alternatively, you can select the row and then go to the "Insert" tab and choose "Row Above" or "Row Below."

- To insert a new column, right-click on the column header where you want to add the column and select "Insert." Alternatively, you can select the column and then go to the "Insert" tab and choose "Column Left" or "Column Right."

5. Hiding and unhiding columns in Excel:

- To hide a column, select the column(s), right-click, and choose "Hide" from the context menu.

- To unhide a column, select the adjacent columns, right-click, and choose "Unhide" from the context menu. This will reveal the hidden column.

6. Creating a table and using AutoSum:

To create a table and use AutoSum, follow these steps:

- Enter your data into Excel.

- Select the range of data you want to include in the table.

- Go to the "Insert" tab and click "Table."

- In the "Create Table" dialog box, make sure the selected range is correct and check the box that says "My table has headers" if your data has headers.

- Click "OK" to create the table.

- In the table, select the cell in which you want to insert the AutoSum function.

- Go to the "Formulas" tab and click on "AutoSum" in the Function Library group.

- Excel will automatically suggest the SUM function for the selected column. If it's correct, press "Enter" to calculate the sum.

You can use other functions in the AutoSum dropdown to perform different calculations within your table as needed.