**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.

Click “fx” in search bar 🡪 Select the function under the required catogory🡪Click ‘OK’

Eg:Here we are selecting the “Round” function

where “number” is the number you want to round, and “Num\_digits” is decimal places is the number of decimal places you want to round to, which can be selected from the new dialog box.

Ie:=Round(100.3,0)

100.3🡪Number

0🡪Digit

Result🡪100

Here we choose the digit as 0. So the round function results the nearest integer of the floating number.

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

a. By right clicking the cells->We can select the required cells

b. By clicking the header of rows/columns, we can select the entire rows or columns

c.Shift+ Spacebar🡪Entire row

d .Cntrl+ Spacebar🡪Entire column

e.Shift +Arrow keys🡪The cells in the arrow key direction can be selected.

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

AutoFit is a feature in Excel that allows to quickly [adjust the row height](https://trumpexcel.com/change-row-height-excel/) or column width to fit the text completely. So that we can avoid spilling over to other cells

**AutoFit Column Width**

This feature automatically adjusts the column width to fit the text in the cell.

**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?

**Insert new column**

1. Select the column by clicking the column header
2. Right click and select insert
3. New Column added on the right side of the selected row

**Insert new row**

1. Select the row by clicking the row header
2. Right click and select insert
3. New row added above the selected row

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

**Hide Column**

1. Select the column need to be hide by clicking the column header
2. Right click the mouse
3. Select “Hide”
4. Selected column hided

**Unhide Column**

1. Select the adjacent columns for the hidden columns.
2. Right-click the selected columns, and then select Unhided.

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

In the below screenshot of the table, I have used different auto sum functions like,

1. AutoSum.
2. Average
3. Count Numbers
4. Max
5. Min.

