Excel Assignment - 7

1.Using Insert Function, give examples of any function available in the

different dropdowns present in the function library.

<mark>AutoSum-</mark>

In Microsoft Excel, the AutoSum feature allows you to quickly sum a range of cells by selecting a range of cells and then clicking the AutoSum button in the Home tab of the ribbon.

To use AutoSum:

1. Select the cell below the range of cells that you want to sum. For example, if you want to sum cells A1 through A5, select cell A6.
2. Click the AutoSum button in the Home tab of the ribbon. It looks like a Greek sigma symbol (Σ).
3. Excel will automatically detect the range of cells that you want to sum and enter a formula in the selected cell to add them up.
4. Press Enter to complete the formula and see the result of the sum.

You can also use AutoSum to sum other functions, such as average, min, or max. To do this, select the cells that you want to sum and then click the dropdown arrow on the AutoSum button. Choose the function that you want to use from the list.

If Excel does not select the range of cells that you want to sum, you can manually select the range before clicking the AutoSum button. Alternatively, you can type the formula manually by using the SUM function. For example, to sum cells A1 through A5, you can type "=SUM(A1:A5)" in the selected cell.

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

There are several ways to select columns and rows in Microsoft Excel:

1. **Single column or row:** To select a single column or row, click on the column letter or row number.
2. **Multiple columns or rows:** To select multiple columns or rows, hold down the "Ctrl" key while clicking on the column letters or row numbers.
3. **Contiguous columns or rows:** To select contiguous (adjacent) columns or rows, hold down the "Shift" key while clicking on the first and last column letters or row numbers.
4. **Non-contiguous columns or rows:** To select non-contiguous (non-adjacent) columns or rows, hold down the "Ctrl" key while clicking on the column letters or row numbers.
5. **Entire sheet:** To select the entire sheet (all columns and rows), click the "Select All" button in the top-left corner of the sheet, or use the keyboard shortcut "Ctrl + A".
6. **Named ranges:** To select a range of cells that has been given a name, click the "Name Box" in the top-left corner of the sheet and type the name of the range.
7. **Using the mouse**: To select a range of cells using the mouse, click and hold the mouse button on the first cell, then drag the mouse to the last cell and release the button.
8. **Using the keyboard**: To select a range of cells using the keyboard, use the arrow keys to move to the first cell, hold down the "Shift" key, and then use the arrow keys to move to the last cell.

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

AutoFit is a feature in Microsoft Excel that allows you to automatically adjust the width or height of a cell or a range of cells to fit the contents of the cell or range. The feature is useful when you have data in a cell or range of cells that is too large to be displayed in the current width or height of the cells, or when you want to adjust the size of the cells to better fit the data they contain.

There are several ways to use AutoFit in Excel:

To adjust the width of a cell or range of cells to fit the contents, select the cell or range, and then click the "Format" tab in the ribbon. In the "Format" tab, click the "AutoFit Column Width" button. This will adjust the width of the cells to fit the contents of the cells.

To adjust the height of a cell or range of cells to fit the contents, select the cell or range, and then click the "Format" tab in the ribbon. In the "Format" tab, click the "AutoFit Row Height" button. This will adjust the height of the cells to fit the contents of the cells.

To adjust the width and height of a cell or range of cells to fit the contents, select the cell or range, and then right-click on the selection and choose "Format Cells" from the context menu. In the "Format Cells" dialog box, click the "Alignment" tab, and then check the "Wrap text" checkbox. This will wrap the text in the cells and adjust the width and height of the cells to fit the contents.

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

To insert new rows or columns into an existing table in Excel, you can follow these steps:

Select the cell where you want to insert the new row or column.

Right-click on the selected cell and choose "Insert" from the context menu.

In the Insert dialog box, choose either "Entire row" or "Entire column" to specify whether you want to insert a new row or column.

Click "OK" to insert the new row or column.

How do you hide and unhide columns in excel

To hide a column in Excel, right-click on the column letter at the top of the worksheet and select "Hide" from the context menu. To unhide a column, right-click on any column letter and select "Unhide" from the context menu. This will open the "Unhide Columns" dialog box, where you can select the column or columns that you want to unhide. You can also use the "Format" dropdown in the "Cells" group on the "Home" tab of the ribbon to hide and unhide columns. Simply select the column or columns that you want to hide or unhide, and then click the "Hide & Unhide" button in the "Format" dropdown.

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

On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.
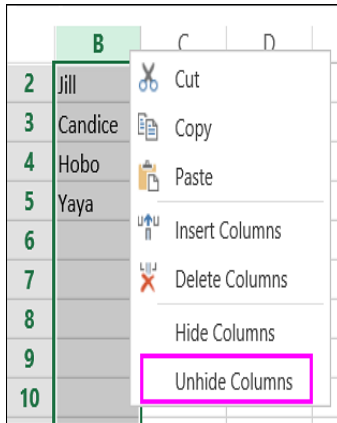
6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

Name	Length
Ajit Sehrawat	13
Annapurna Deori	15
Deepak Kumar	12
Divya Dogra	11
Abhi Verma	10
Neelam Chauhan	14
Parijat Singal	14
Shikha Maheshwari	17
Rohan Kumar	11
Manisha Madhu	13
Abhishek Mathur	15
Mohd. Shoaib	12
Kuljeet Singh	13
ABC109888888	12
ABC1098888	10
sum	**192**
Average	12.8
count	**15**
max	**17**
min	**10**