

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

Select one or more rows and columns

Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.

Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.

To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

AutoFit Column Width - changes the column width to hold the largest value in the column.

AutoFit Row Height - adjusts the column width to match the largest value in the row. This option expands the row vertically to hold multiline or extratall text.

Unlike column width, Microsoft Excel changes the row height automatically based on the height of the text you type in a cell, therefore you won't really need to auto fit rows as often as columns.

When resizing cells in Excel, either automatically or manually, please bear in mind the following limits to how big columns and rows can be made.

Columns can have a maximum width of 255, which is the maximum number of characters in the standard font size that a column can hold. Using a bigger font size or applying additional font color.

Rows can have a maximum height of 409 points, with 1 point equal to approximately 1/72 inch or 0.035 cm. The default height of an Excel row varies from 15 points on a 100% dpi to 14.3 points on a 120% dpi.

When a column width or row height is set to 0, such column/row is not visible on a sheet (hidden).

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

You can add a row and column above or below the cursor position.

Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).

To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

Note: To add a row at the end of a table, click the last cell of the last row, and then press the TAB key.

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

Start by selecting the column(s) or row(s) you want to hide. You can do this a few different ways

A. Select multiple adjacent columns or rows: Click the first column or row, hold the Shift key, and click the last column or row.

B. Select multiple non-adjacent columns or rows: Click the first column or row, hold the Control key (Command on Mac) and click the remaining columns or rows in turn.

C. Use the name box: Type a cell label in the name box to the left of the formula field. For example, if you want to hide the second row, for type B2. (For more, check out our guide to the Excel Name Box.)

Once you make your selection(s), follow one of these methods to hide the columns or rows.

A. Right-click the selected column or row you want to hide and choose Hide. (This method will not work if you've typed in the column or row identifier.)

B. Use the shortcut Ctrl + 9 to hide rows and Ctrl + 0 to hide columns.

C. Click the Home tab and in the Cells group, click Format > Hide and Unhide and pick either Hide Rows or Hide Columns.

The column or row will be hidden and you'll see a thin double line indicating where the hidden column or row resides.

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

Whilst a cell on your Excel worksheet is active, click on the AutoSum button to trigger Excel to analyze the data around the active cell.

The system will use the analysis to propose a SUM formula. Check if the range proposed by Excel is accurate, and then press Enter to accept and apply the formula.

But if Excel has guessed your range incorrectly, you can manually select the range to sum up and press Enter. You can also press Esc to cancel and start over again by highlighting the range using the mouse.

Top AutoSum Tricks

Here are the top auto sum tricks you can work around with on your Excel worksheet and make summing quick and simple regardless of the number of rows or columns you're working with

- 1: Summing Down Columns and Across Tables

To enter a similar SUM formula into a range of cells, simply select the entire range and then click the AutoSum button. To sum down a column or across a table, select the range of numbers.

Unless you apply an alternative number format to the cell that holds the SUM formula, AutoSum typically applies the same number format as the first cell in the range. However, you can still change the format.

- 2: Auto Sum with Function Keys

Whenever you want to sum numbers horizontally or vertically, just select the cell and press "Alt =" The auto sum function will be applied to the worksheet, and guess the range you wish to total.

To auto sum multiple cells, select cells that you want to total and use the shortcut "Alt =" and the sum automatically appears.

- 3: Total of Filtered Rows

If you want your total to update when you filter rows, use the SUBTOTAL function as opposed to the SUM function.

For example, you can press "=SUBTOTAL(9, Range to total)"

The number 9 means that only the visible rows will be summed when the filter is applied.

- 4: Summing Visible Rows

When working with manually hidden rows, you can use this formula "=SUBTOTAL(109, Range to total)"

The number 109 means that only the visible rows will be summed, particularly when the rows are hidden manually and not with a filter.

- 5: Getting Grand Total of Sub Totals

If you want to take a Grand Total of several subtotals, you can use the subtotal formula in all applicable ranges. Note that you'll use subtotals to get both Emp Level sum Grand Total, which is the sum of all subtotals.

- 6: Getting Running Totals

To get running totals, just freeze (lock) the first portion of the Sum range on your worksheet and then drag the formula all the way down.

- 7: Auto sum Around a Range

Start by selecting the entire range with a single row and a single column extra.

Use the shortcut "Alt =" to instantly get the totals across the range.

- 8: Ignoring Errors in a Sum Range

If you want to ignore error values, you can simply use the Aggregate function. In Excel, number 9 means summing while number 6 means ignoring error values.

- 9: Using AutoSum Button to Insert other Functions

Here are common functions you can execute using the AutoSum Button

AVERAGE - This function returns the average (arithmetic mean) of a range of numbers.

COUNT NUMBERS - This function counts the total number of cells with numbers.

MAX - This function returns the largest number.

MIN - This function returns the smallest value.

To get the desired results from these functions, simply click on the blank cell where you want to populate the result, click the AutoSum dropdown arrow, and finally choose your desired function.

- 10: Organizing Data to Auto Sum

You can always organize tables in your Excel sheet by simply pressing the Ctrl+T shortcut.

After organizing the data, press the AutoSum Button instead of the SUM function to insert the SUBTOTAL function automatically. However, only visible cells are added to the SUBTOTAL function.

Now, if you want to sum numbers in several rows and columns at once, select the cells where you want to input the AutoSum formula and click the AutoSum button on the Excel ribbon.

For instance, if you want to get the sum of values in cells A8, B8, and C8, just select A8, B8, and C8, then click AutoSum.

You'll notice that the values in each of the three columns are summed individually.