

Que

Que1

Q1 Using insert function give examples of any function available in the different drop down present in the function library



Functions in AutoSUM:-

- | | |
|------------|------------------|
| 1) SUM | 3) Count Numbers |
| 2) Average | 4) Max etc.. |

Functions in Recently Used:-

- | | | |
|----------|------------|--------------|
| 1) IF | 2) AVERAGE | 3) HYPERLINK |
| 4) COUNT | 5) SIN | 6) SUMIF |

Functions in Logical:-

- | | | |
|---------|----------|-------------|
| 1) AND | 2) FALSE | 3) IF ERROR |
| 4) IFNA | 5) NOT | 6) OR |

Assignment no 7



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

→ We can select cells and ranges in the table just like we ~~can~~ would select them in a worksheet, but selecting table rows or columns are different.

To select column we have to click the top edge of the column header or the column in the table.

The following selecting arrow appears to indicate that clicking selects the column.

To select rows click the left border of the table row. The following selecting arrow appears to indicate that clicking selects the row.

To select ~~a~~ whole table we can select it by shortcut key $CTRL + A$

Q. 3 What is Autofit and why do we use it?

→ AutoFit is feature in Excel that allows you to quickly adjust the row height or column width to fit the text completely. AutoFit Row Height. This feature ~~a~~ automatically adjusts the row height to ~~fit~~ fit the text in the cell.

Q.4 How can you add new rows or column in the table in MicroSoft Excel?

→ Click where you want in your table to add a row or column and then click the layout tab. To add rows, click insert above or insert below and to add columns click insert left or insert right.

Q.5 How do you hide and ~~un~~ unhide columns in Excel?

→ Hide column:-

- 1) Select one or more columns which needs to be hide and then press Ctrl to select additional columns that aren't adjacent.
- 2) Right-click the selected columns and then select Hide.

Unhide column:-

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

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