

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

4. How can you insert new rows and columns into the existing table? 5. How do you hide and unhide columns in excel?

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

**Answer 1-**sum,average,if,count,max,sumif,pmt,hyperlink.

**Answer 2-** You can also click anywhere in the table column, and then press CTRL+SPACEBAR, or you can click the first cell in the table column, and then press CTRL+SHIFT+DOWN ARROW.

**To select a row-** You can click the first cell in the table row, and then press CTRL+SHIFT+RIGHT ARROW.

**To select all table and rows-** You can also click anywhere in the table, and then press CTRL+A to select the table data in the entire table, or you can click the top-left most cell in the table, and then press CTRL+SHIFT+END.

Press CTRL+A twice to select the entire table, including the table headers.

**Anwer 3**- Using Excel's AutoFit feature you can **automatically change the width of columns and the height of rows in a worksheet to accommodate different sized text without having to manually change the width and height values**. A real time saver, the AutoFit feature can also make data in your worksheet easier to access and read.

**Answer 4**- 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**.

### Answer 5- Hide columns

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

### Unhide columns

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

    Or double-click the double line between the two columns where hidden columns exist.

**Answer 6**-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Column1** | **Column2** | **Column3** | **Sum** | **Average** | **Max** | **Min** |
| Raj | 80528 | 84594 | 165122 | 110081.3 | 165122 | 80528 |
| Shivangi | 458986 | 48963 | 507949 | 338632.7 | 507949 | 48963 |
| Vikram | 78965 | 459785 | 538750 | 359166.7 | 538750 | 78965 |
| Shyam | 78964 | 449852 | 528816 | 352544 | 528816 | 78964 |

