

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.

Ans:

1. Using the Insert Function feature in Excel, examples of functions from different dropdowns include:
 - Recently Used: SUM, AVERAGE, COUNT, MAX, MIN
 - Financial: PMT, PV, FV, NPV, IRR

- Logical: IF, AND, OR, NOT
- Text: CONCATENATE, LEFT, RIGHT, LEN
- Date & Time: TODAY, NOW, DATE, YEAR, MONTH

2. Different ways to select columns and rows in Excel:

- Click and drag: Click on the column letter or row number and drag to select multiple columns or rows.
- Ctrl + Spacebar: Selects the entire column of the active cell.
- Shift + Spacebar: Selects the entire row of the active cell.
- Ctrl + Shift + Arrow keys: Extends the selection to the last nonblank cell in the same column or row as the active cell.

3. AutoFit automatically adjusts the column width or row height to fit the contents within them. We use it to ensure that all data in a column or row is visible without truncation. This feature helps in improving the readability and appearance of the worksheet.

4. To insert new rows and columns into an existing table in Excel:

- Right-click on the row or column heading where you want to insert the new row or column.
- Select "Insert" from the context menu.
- Excel will insert a new row above or a new column to the left of the

selected row or column.

5. To hide and unhide columns in Excel:

- Hide: Select the column(s) you want to hide, right-click, and choose "Hide" from the context menu. Alternatively, go to the "Home" tab, click on "Format" in the "Cells" group, and select "Hide & Unhide," then choose "Hide Columns."
- Unhide: Select the columns adjacent to the hidden column(s), right-click, and choose "Unhide" from the context menu. Alternatively, use the "Format" > "Hide & Unhide" > "Unhide Columns" option.

6. To create a table within the worksheet and use different functions available in the AutoSum command:

- Enter your data into the worksheet.
- Select the range of cells you want to include in the table.
- Go to the "Insert" tab on the ribbon and click on "Table."
- In the "Create Table" dialog box, ensure the correct range is selected and click "OK."
- Once the table is created, click on a cell where you want the AutoSum function result to appear.
- Click on the "AutoSum" button in the "Editing" group on the "Home" tab.
- Excel will automatically select what it thinks is the range to sum, and

you can press Enter to apply the function.