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.

Answer:

=IF("monday"<>"WFH","hospital","office")

=AND(1,1)

=OR(1,1)

=TODAY()

=SUM(11,11,11,11)

=COS(0)

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

Answer:

Different ways to select cell rows and column:

Click the heading for the row you want to select.

To select several rows, click and drag from the first row heading to the last row heading.

Click the first cell you want to include in your range.

Drag to the last cell you want to include in your range.

Click the Select All button.

CTRL + space for rows

SHIFT + space for column

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

Answer:

AutoFit is a feature in Microsoft excel that automatically adjust width or height of a cell. We use it to read the cells of the excel more perfectly and accurately

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

Answer:

To add a row and columns into an existing table:

Click in a cell above or below where you want to add a row. To add a row above the cell, click insert above in the rows and column group. To add a row below the cell, click insert below in the rows and columns group.

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

Hide columns : select required columns and then right -click the selected columns and then select hide.

Unhide columns : select the adjacent columns for the hidden columns. Right click the selected columns and then select unhide.

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

Ans.

|  |  |
| --- | --- |
| Functions | Numbers |
|  | 1 |
|  | 2 |
|  | 3 |
|  | 4 |
|  | 5 |
| Sum | 15 |
| Average | 3 |
| Count | 5 |
| Max | 5 |
| Min | 1 |