**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.

Here are examples of functions available in different dropdowns within the Insert Function dialog box in Excel:

* AutoSum:

Function: SUM

Description: Adds up a range of numbers.

Example: =SUM (A1:A10)

* Recently Used:

Function: Min

Description: Finds the Minimum value in a given range.

Example: Min (A1:A10)

* Function: PMT

Description: Calculates the payment for a loan based on constant payments and a constant interest rate.

Example: =PMT (rate, nper, pv, [fv], [type])

* Logical:

Function: IF

Description: Returns one value if a condition is true and another value if it's false.

Example: =IF (condition, value\_if\_true, value\_if\_false)

* Text:

Function: UPPER

Description: Converts text to uppercase.

Example: =UPPER("hello")

* Date & Time:

Function: NOW

Description: Returns the current date and time.

Example: =NOW ()

* Lookup & Reference:

Function: INDEX

Description: Returns the value of a cell in a specified row and column of a range.

Example: =INDEX (array, row\_num, [column\_num])

* Math & Trig:

Function: SQRT

Description: Returns the square root of a number.

Example: =SQRT (25)

1. What are the different ways you can select columns and rows?  
   Selecting Columns:

Click and Drag:

Click on the column header letter (e.g., "A" for column A).

Drag your mouse to the right or left to select multiple columns.

Ctrl + Spacebar:

Position the cursor within a cell in the column you want to select.

Press Ctrl + Spacebar to select the entire column.

Ctrl + Click:

Hold down the Ctrl key.

Click on multiple column headers to select non-adjacent columns

Selecting Rows:

Click and Drag:

Click on the row number (e.g., "1" for row 1).

Drag your mouse up or down to select multiple rows.

Shift + Spacebar:

Position the cursor within a cell in the row you want to select.

Press Shift + Spacebar to select the entire row.

Shift + Click:

Hold down the Shift key.

Click on multiple row numbers to select a range of rows.

Ctrl + Click:

Hold down the Ctrl key.

Click on multiple row numbers to select non-adjacent rows

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

Autofit is a feature in Excel that allows you to quickly adjust the row height or width to fit the text completely (so that there is no spilling over to other cells).

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

To insert a row, pick a cell or row that's not the header row, and right-click. To insert a column, pick any cell in the table and right-click. Point to Insert, and pick Table Rows Above to insert a new row, or Table Columns to the Left to insert a new column

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

Click on the column header of the first column you want to hide.

Drag your mouse to select multiple columns if needed.

Right-click on the selected columns.

From the context menu, choose "Hide”

Same procedure is followed for “Unhide”

1. Create an appropriate table within the worksheet and use different

functions available in the AutoSum command.

