

**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.

Ans- The "Insert Function" feature in Excel allows users to easily search for and insert various functions into their worksheets. Here are examples of functions available in different dropdowns within the Function Library:  
  
1.Recently Used: This dropdown displays functions that have been recently used in the workbook.

For example: SUM: Adds up a range of numbers.  
AVERAGE: Calculates the average of a range of numbers.

2. All: This dropdown contains all available functions categorized into different groups.

For example: Statistical: Includes functions like COUNT, MAX, MIN, etc.

3. Financial: Includes functions like PMT, PV, FV, etc.  
Financial: This dropdown contains financial functions commonly used in financial analysis.

For example: PMT: Calculates the payment for a loan based on constant payments and a constant interest rate.  
PV: Calculates the present value of an investment based on a series of future payments.

4. Logical: This dropdown contains logical functions used for logical operations.

For example: IF: Checks whether a condition is met and returns one value if true and another value if false.  
AND: Returns TRUE if all arguments are TRUE, and FALSE otherwise.

5. Text: This dropdown contains text functions for manipulating and analyzing text strings.

For example: CONCATENATE: Joins two or more text strings into one string.  
LEFT: Returns the leftmost characters from a text string.

6. Date & Time: This dropdown contains functions related to dates and times.

For example: TODAY: Returns the current date.  
MONTH: Returns the month of a given date as a number.

7. Math & Trig: This dropdown contains mathematical and trigonometric functions.

For example: SQRT: Returns the square root of a number.  
SIN: Returns the sine of an angle.

8. More Functions: This dropdown provides access to additional function categories.

For example: Statistical: Includes functions like MEDIAN, MODE, STDEV, etc.  
Engineering: Includes functions like BIN2DEC, DEC2BIN, etc.

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

Ans- In Excel, there are several ways to select columns and rows:  
  
**1. Click and Drag:**

a) To select a column, click on the header letter (e.g., "A", "B", etc.) of the column and drag across adjacent columns.  
b) To select a row, click on the row number (e.g., "1", "2", etc.) of the row and drag across adjacent rows.

**2. Keyboard Shortcut:**

a) To select a column, press the Ctrl key and the Spacebar simultaneously.  
b) To select a row, press the Shift key and the Spacebar simultaneously.

**3. Using the Name Box:**

1. Click on the Name Box (located to the left of the formula bar) and type the column letter(s) or row number(s) you want to select, followed by Enter.
2. For example, to select column "A", type "A" in the Name Box and press Enter. To select row "1", type "1" in the Name Box and press Enter.
3. **Select All:**

a) To select the entire column, click on the header letter (e.g., "A", "B", etc.) of the column.  
b) To select the entire row, click on the row number (e.g., "1", "2", etc.) of the row.  
c) To select the entire worksheet, click on the "Select All" button (the small square between the row numbers and column letters, or press Ctrl + A).

**5. Using Go To:**

a) Press Ctrl + G to open the "Go To" dialog box.

b) Type the reference for the range you want to select (e.g., "A:A" for column A, "1:1" for row 1).  
c) Click OK.

These methods provide flexibility and convenience in selecting columns and rows in Excel, catering to different preferences and scenarios.

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

Ans- AutoFit is a feature in Excel that automatically adjusts the width of columns or the height of rows to accommodate the content within them. It ensures that all content in a cell is visible without truncation or wrapping, making it easier to read and work with the data in the worksheet.

Here's why we use AutoFit:

**a) Ensures Readability:** AutoFit ensures that all content in cells is visible without being cut off or truncated. This improves readability and usability of the worksheet, especially when dealing with large amounts of data.

**b) Efficient Use of Space:** By adjusting column widths or row heights dynamically, AutoFit optimizes the use of space in the worksheet. It prevents unnecessary white space and allows more content to be visible within the available area.

**c) Improves Presentation:** Properly sized columns and rows improve the overall presentation of the worksheet. It makes the data appear neat and organized, enhancing the visual appeal of the document.

**d) Reduces Manual Adjustments:** AutoFit eliminates the need for manual adjustments of column widths or row heights, saving time and effort for the user. Instead of manually resizing each column or row, AutoFit can be applied quickly to adjust them all at once.

**e) Facilitates Printing:** AutoFit ensures that content fits properly when printing the worksheet. It prevents text or data from being cut off at the margins and ensures that the printed document is legible and professional-looking.

Overall, AutoFit is a convenient feature in Excel that helps maintain readability, optimize space usage, improve presentation, and reduce manual effort when working with columns and rows in a worksheet.

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

Ans- To insert new rows and columns into an existing table in Excel, you can follow these steps:

**Inserting Rows:**

a) Click on any cell within the row above which you want to insert a new row.  
b) Right-click and select "Insert" from the context menu, or go to the "Home" tab on the Ribbon and click on the "Insert" dropdown in the "Cells" group, then choose "Insert Sheet Rows".  
c) Excel will insert a new row above the selected row, pushing the existing rows down.

**Inserting Columns:**

a) Click on any cell within the column to the left of which you want to insert a new column.  
b) Right-click and select "Insert" from the context menu, or go to the "Home" tab on the Ribbon and click on the "Insert" dropdown in the "Cells" group, then choose "Insert Sheet Columns".  
c) Excel will insert a new column to the left of the selected column, pushing the existing columns to the right.

Alternatively, you can use keyboard shortcuts:

a) To insert rows: Select the row above which you want to insert a new row, then press Ctrl + Shift + "+" (plus sign) on your keyboard.

b) To insert columns: Select the column to the left of which you want to insert a new column, then press Ctrl + Shift + "+" (plus sign) on your keyboard.

These methods allow you to easily insert new rows and columns into an existing table in Excel, helping you to expand and modify your data layout as needed.

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

Ans- To hide and unhide columns in Excel, you can follow these steps:  
  
**Hiding Columns:**

a) **Select Columns:** Click on the header of the column or columns that you want to hide. You can select multiple columns by clicking and dragging across the column headers or by holding down the Ctrl key while clicking on individual column headers.  
b) **Right-click Menu:** Right-click on one of the selected column headers.  
c) **Hide Columns:** In the context menu that appears, select "Hide" from the options. Alternatively, you can press the Ctrl + 0 (zero) keyboard shortcut to hide the selected columns.

**Unhiding Columns:**

a) **Select Adjacent Columns:** Click on the column headers of the columns adjacent to the hidden columns. For example, if columns A and C are hidden, click on columns B and D.  
b) **Right-click Menu:** Right-click on one of the selected column headers.  
c) **Unhide Columns:** In the context menu that appears, select "Unhide" from the options.

Alternatively, you can press the Ctrl + Shift + 0 (zero) keyboard shortcut to unhide the selected columns.

If the column or columns you want to unhide are not adjacent to each other, you can use the following steps:

a) **Select Entire Worksheet:** Click on the select-all button (the small square located between the row numbers and column letters, or press Ctrl + A) to select the entire worksheet.  
b) **Unhide Columns Dialog:** Right-click on any column header and choose "Unhide" from the context menu.

c) **Select Specific Columns:** In the "Unhide Columns" dialog box that appears, select the columns you want to unhide and click "OK".

These steps allow you to easily hide and unhide columns in Excel, providing flexibility in managing the visibility of data in your worksheet.

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

Ans-

