# 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: Pivot Chart, Line , Coloumn , Slicer, Timeline , etc.

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

Ans: 1. A table column with or without table headers

Click the top edge of the column header or the column in the table. The following selection arrow appears to indicate that clicking selects the column.
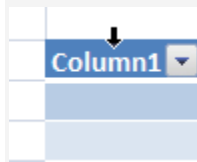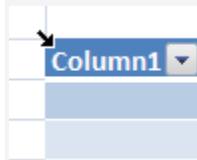

2.A table row :

Click the left border of the table row. The following selection arrow appears to indicate that clicking selects the row.
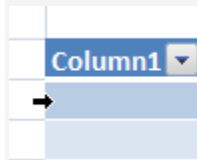
3. All table rows and columns :

Click the upper-left corner of the table. The following selection arrow appears to indicate that clicking selects the table data in the entire table.

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

Ans: AutoFit is a feature in Excel that lets you easily change the size of one or multiple columns or rows on a spreadsheet. It helps you make sure that all the data in every cell group is clearly visible. Without AutoFit, you would have to manually alter each column or row by clicking on and holding its right or lower border and dragging it to your intended size or putting in specific measures for width or height.

Specifically, there are two different AutoFit types:

- AutoFit Column Width expands the length of a column so you can see all the cell contents in the longest cell.
- AutoFit Row Height extends the height of a row so all the information in the tallest cell is visible.

The AutoFit Column Width option is more common than the AutoFit Row Height option. It works great if you have a spreadsheet where certain cells in a column have a lot of information in a single line. When you use the feature, the right boundary of every cell stretches to just beyond the last character in the longest cell.

AutoFit Row Height stretches every cell in a row so that it's just tall enough to display all the information inside of it. As mentioned, though, AutoFit Row Height isn't as commonly used as AutoFit Column Width because Excel will generally automatically increase the height of a row to accommodate wrapped text (text split into multiple rows)

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

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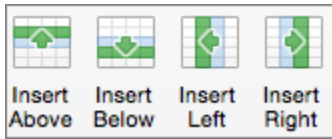
5.How do you hide and unhide columns in excel?

Ans: 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.

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

Ans:

A5 | f_x =MAX(A2:A4)

	A	B	C	D	E
1	No 1	No 2			
2	10	20			
3	23	40			
4	50	60			
5	50	60	27.66667		
6					

Clipboard — Font

C6 | f_x =COUNT(C5)

	A	B	C	D	E
1	No 1	No 2			
2	10	20			
3	23	40			
4	50	60			
5			27.66667		
6			1		
7					
8					

Clipboard — Font

C5 | f_x =AVERAGE(10,23,50)

	A	B	C	D	E	F
1	No 1	No 2				
2	10	20				
3	23	40				
4	50	60				
5			27.66667			
6						

A6 | f_x =MIN(A2:A4)

	A	B	C	D	E
1	No 1	No 2			
2	10	20			
3	23	40			
4	50	60			
5	50	60	27.66667		
6	10	20			
7					