

## 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.**

### 1. Examples of Functions Using Insert Function:

- **AutoSum:**

- Click on a cell where you want the sum, go to "Formulas" > "AutoSum."

- **Recently Used:**

- In the "Insert Function" dialog, you can find recently used functions.

- **Text:**

- Choose functions like "CONCATENATE" or "LEFT" for text manipulation.

- **Date & Time:**

- Use functions like "TODAY" or "NOW" to insert current date or time.

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

### 2. Different Ways to Select Columns and Rows:

- **Select a Column:**
  - Click on the column header.
- **Select Multiple Columns:**
  - Hold down the "Ctrl" key and click on column headers.
- **Select a Row:**
  - Click on the row number.
- **Select Multiple Rows:**
  - Hold down the "Shift" key and click on row numbers.
- **Select Entire Worksheet:**
  - Click the square between the row numbers and column letters.

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

### 3. AutoFit and Why We Use It:

- **AutoFit:**
  - "AutoFit" adjusts the column width or row height to fit the content.

- **Why Use It:**

- It ensures that the content is fully visible without unnecessary empty space.

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

### **4. Inserting New Rows and Columns:**

- **Insert New Rows:**

- Right-click on the row number where you want to insert, choose "Insert."

- **Insert New Columns:**

- Right-click on the column letter where you want to insert, choose "Insert."

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

### **5. Hide and Unhide Columns in Excel:**

- **Hide Columns:**

- Select the columns, right-click, choose "Hide."

- **Unhide Columns:**

- Select the columns on either side, right-click, choose "Unhide."

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

### **6. Create a Table and Use AutoSum Functions:**

1. Create a table with data.
2. Click on the cell where you want the sum.
3. Go to "Formulas" > "AutoSum."
4. Excel will suggest a range; press "Enter" to accept or adjust the range.
5. Repeat for different AutoSum functions like Average, Count, etc.