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: utoSum:

SUM: Adds all the numbers in a range of cells.

AVERAGE: Calculates the average of numbers in a range of cells.

COUNT: Counts the number of cells in a range that contain numbers.

Recently Used:

All:

VLOOKUP: Searches for a value in the first column of a table array and returns a value in the same row from another column.

IF: Checks whether a condition is met and returns one value if true and another value if false.

CONCATENATE: Joins two or more text strings into one string.

INDEX: Returns the value of a cell in a specific row and column of a range.

MATCH: Searches for a specified value in a range and returns the relative position of that item.

Financial:

PV: Calculates the present value of an investment.

FV: Calculates the future value of an investment.

RATE: Calculates the interest rate per period of an annuity.

Date & Time:

TODAY: Returns the current date.

YEAR: Returns the year of a given date.

MONTH: Returns the month of a given date.

DAY: Returns the day of the month of a given date.

Math & Trig:

ROUND: Rounds a number to a specified number of digits.

SQRT: Returns the square root of a number.

PI: Returns the value of pi (3.14159265358979).

More Functions:

TRANSPOSE: Returns the transpose of an array.

TEXT: Converts a value to text in a specific number format.

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

Answer: Click and Drag:

Click on the column header (letter at the top of the column) and drag across to select multiple columns.

Click on the row header (number on the left side of the row) and drag down to select multiple rows.

Keyboard Shortcuts:

To select an entire column, press Ctrl + Spacebar.

To select an entire row, press Shift + Spacebar.

Using Name Box:

Click on the Name Box (located to the left of the Formula Bar), type the cell reference of the column or row you want to select (e.g., "A:A" for column A or "1:1" for row 1), and press Enter.

Selecting Adjacent Columns or Rows:

Click on the header of the first column or row, hold down Shift, and then click on the header of the last column or row.

Selecting Non-Adjacent Columns or Rows:

Hold down Ctrl and click on the headers of the columns or the row numbers of the rows you want to select.

Using the Ribbon:

Go to the "Home" tab, click on "Find & Select" in the "Editing" group, and then choose "Select Objects" to select all objects, including columns and rows, on the worksheet.

Using the "Select All" Button:

Click on the button at the intersection of the row numbers and column letters (to the left of row 1 and above column A) to select the entire worksheet.

Using Go To:

Press Ctrl + G to open the "Go To" dialog box, then click on "Special...", and select "Row differences" or "Column differences" to select entire rows or columns containing differences in the compared range.

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

Answer: AutoFit is a feature in Microsoft Excel that automatically adjusts the width of a column or the height of a row to fit the contents within it. It ensures that all the data in a cell is visible without truncation, eliminating the need for manual resizing.

We use AutoFit for the following reasons:

Improved Readability: AutoFit ensures that all data within a cell is visible, making it easier to read and understand the contents of the worksheet.

Efficiency: Instead of manually adjusting the column width or row height to fit the contents, AutoFit allows users to quickly resize columns or rows with a single click, saving time and effort.

Consistency: AutoFit helps maintain consistency in the appearance of the worksheet by ensuring that all columns and rows are uniformly sized based on their content.

Prevention of Data Truncation: AutoFit prevents data truncation by automatically adjusting the column width or row height to accommodate longer text or larger numbers.

Enhanced Presentation: By using AutoFit, users can create visually appealing and professional-looking spreadsheets with neatly aligned columns and rows.

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

Answer: Inserting Rows:

Click anywhere within the table where you want to insert the new row.

Go to the "Table Design" tab that appears when the table is selected.

In the "Table Tools" group, click on "Insert Rows Above" or "Insert Rows Below" depending on where you want to insert the new row.

A new row will be inserted above or below the selected row, and the table will automatically adjust to include the new row.

Alternatively:

Right-click on the row below or above where you want to insert the new row.

From the context menu, select "Insert" and then choose "Entire Row".

A new row will be inserted above or below the selected row, and the table will automatically adjust to include the new row.

Inserting Columns:

Click anywhere within the table where you want to insert the new column.

Go to the "Table Design" tab that appears when the table is selected.

In the "Table Tools" group, click on "Insert Columns to the Left" or "Insert Columns to the Right" depending on where you want to insert the new column.

A new column will be inserted to the left or right of the selected column, and the table will automatically adjust to include the new column.

Alternatively:

Right-click on the column to the left or right of where you want to insert the new column.

From the context menu, select "Insert" and then choose "Entire Column".

A new column will be inserted to the left or right of the selected column, and the table will automatically adjust to include the new column.

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

Answer: Hide Columns:

Select the column(s) that you want to hide. You can do this by clicking on the column header(s) (the letter at the top of the column).

Right-click on the selected column(s).

From the context menu, select "Hide" (or "Hide Columns").

Alternatively, you can also go to the "Home" tab on the Excel ribbon, click on the "Format" dropdown arrow in the "Cells" group, and then choose "Hide & Unhide" > "Hide Columns".

Unhide Columns:

To unhide a single column, adjacent to the hidden column(s), click on the column header(s) to the left and right of the hidden column(s).

Right-click on one of the selected column headers.

From the context menu, select "Unhide" (or "Unhide Columns").

Alternatively, you can also select the columns adjacent to the hidden column(s), then go to the "Home" tab on the Excel ribbon, click on the "Format" dropdown arrow in the "Cells" group, and then choose "Hide & Unhide" > "Unhide Columns".

Using the Name Box to Unhide Columns:

If you know the column letter of the hidden column(s), you can use the Name Box (located to the left of the Formula Bar) to unhide them.

Click on the Name Box and type the column letter(s) of the hidden column(s) followed by a colon (e.g., "A:B" for columns A and B), then press Enter.

This will select the hidden columns along with the adjacent columns.

Right-click on one of the selected column headers.

From the context menu, select "Unhide" (or "Unhide Columns").

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

Answer: Select Cells for AutoSum:

Click on the cell where you want the AutoSum results to appear. For example, let's select cell D2.

Now, go to the "Formulas" tab on the Excel ribbon.

Use Different AutoSum Functions:

Click on the "AutoSum" dropdown arrow in the "Function Library" group.

You'll see various options such as SUM, AVERAGE, COUNT, MAX, MIN, etc.

Select any of these functions based on your requirement. For this example, let's use SUM to calculate the total sales for each month.

After selecting SUM, Excel will automatically suggest a range based on adjacent data. If the range is correct, press Enter to accept it. If not, you can adjust the range by clicking and dragging or typing the correct range manually.

Repeat the above steps for each month (February and March) to calculate the total sales for those months as well.

Result:

After performing the AutoSum function for each month, you'll see the total sales figures calculated in cells D2, E2, and F2.

|  |  |  |  |
| --- | --- | --- | --- |
| Product | January | February | March |
| Product A | 100 | 150 | 200 |
| Product B | 120 | 130 | 140 |
| Product C | 80 | 90 | 100 |
| Total Sales | 300 | 370 | 440 |