# Advance Excel Assignment 9

# 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.

# 

Excel has 300+ Functions, here are the 10 functions that people read about most.

|  |  |
| --- | --- |
| **Function** | **Description** |
| [SUM function](https://support.microsoft.com/en-us/office/sum-function-043e1c7d-7726-4e80-8f32-07b23e057f89) | Use this function to add the values in cells. |
| [IF function](https://support.microsoft.com/en-us/office/if-function-69aed7c9-4e8a-4755-a9bc-aa8bbff73be2) | Use this function to return one value if a condition is true and another value if it's false. |
| [LOOKUP function](https://support.microsoft.com/en-us/office/lookup-function-446d94af-663b-451d-8251-369d5e3864cb) | Use this function when you need to look in a single row or column and find a value from the same position in a second row or column. |
| [VLOOKUP function](https://support.microsoft.com/en-us/office/vlookup-function-0bbc8083-26fe-4963-8ab8-93a18ad188a1) | Use this function when you need to find things in a table or a range by row. For example, look up an employee's last name by her employee number, or find her phone number by looking up her last name (just like a telephone book). |
| [MATCH function](https://support.microsoft.com/en-us/office/match-function-e8dffd45-c762-47d6-bf89-533f4a37673a) | Use this function to search for an item in a range of cells, and then return the relative position of that item in the range. For example, if the range A1:A3 contains the values 5, 7, and 38, then the formula =MATCH (7, A1:A3,0) returns the number 2, because 7 is the second item in the range. |
| [CHOOSE function](https://support.microsoft.com/en-us/office/choose-function-fc5c184f-cb62-4ec7-a46e-38653b98f5bc) | Use this function to select one of up to 254 values based on the index number. For example, if value1 through value7 are the days of the week, CHOOSE returns one of the days when a number between 1 and 7 is used as index\_num. |
| [DATE function](https://support.microsoft.com/en-us/office/date-function-e36c0c8c-4104-49da-ab83-82328b832349) | Use this function to return the sequential serial number that is a particular date. This function is most useful in situations where the year, month, and day are supplied by formulas or cell references. For example, you might have a worksheet that contains dates in a format that Excel does not recognize, such as YYYYMMDD.  Use the [DATEDIF](https://support.microsoft.com/en-us/office/datedif-function-25dba1a4-2812-480b-84dd-8b32a451b35c) function to calculate the number of days, months, or years between two dates. |
| [DAYS function](https://support.microsoft.com/en-us/office/days-function-57740535-d549-4395-8728-0f07bff0b9df) | Use this function to return the number of days between two dates. |
| [FIND, FINDB functions](https://support.microsoft.com/en-us/office/find-findb-functions-c7912941-af2a-4bdf-a553-d0d89b0a0628) | FIND and FINDB locate one text string within a second text string. They return the number of the starting position of the first text string from the first character of the second text string. |
| [INDEX function](https://support.microsoft.com/en-us/office/index-function-a5dcf0dd-996d-40a4-a822-b56b061328bd) | Use this function to return a value or the reference to a value from within a table or range. |

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

**Select one or more cells:**

1. Click on a cell to select it. Or use the keyboard to navigate to it and select it.
2. To select a range, select a cell, then with the left mouse button pressed, drag, over the other cells. Or use the Shift + arrow keys to select the range.
3. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

**Select one or more rows and columns:**

1. Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.
2. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.
3. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

**Select table, list or worksheet:**

1. To select a list or table, select a cell in the list or table and press Ctrl + A.
2. To select the entire worksheet, click the Select All button at the top left corner.



# What is AutoFit and why do we use it?

When you enter anything in a cell in Excel, you would notice that it spills when the size of the text/data is more than the size of the column.

AutoFit is a feature in Excel that allows you to quickly [adjust the row height](https://trumpexcel.com/change-row-height-excel/) or column width to fit the text completely (so that there is no spilling over to other cells).

Also, AutoFit means that you don’t have to manually specify the column width or row height (or manually drag and adjust the column width). It’s Auto- i.e., it will figure out itself how much it should expand/contract to fit the current cell content.

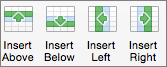
* **AutoFit Column Width**: This feature automatically adjusts the column width to fit the text in the cell. You can fit text for multiple columns at once (as we will see later in examples)
* **Autofit Row Height**: This feature automatically adjusts the row height to fit the text in the cell. You can autofit multiple rows at once.

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

**Add a row or column:**

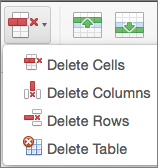
You can add a row above or below the cursor position.

1. 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).
2. To add rows, click **Insert Above** or **Insert Below** and to add columns, click **Insert Left** or **Insert Right**.



**Delete a row, cell, or table:**

1. Click a row or cell in the table, and then click the **Layout** tab (this is the tab next to the **Table Design**tab on the ribbon).
2. Click **Delete**, and then click the option your need in the menu.  
   **Note:**The option to delete the table on the **Delete** menu is only in Word. If you want to delete a table in PowerPoint, select and delete it.



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

**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**.

**Note:**The double line between two columns is an indicator that you've hidden a column.

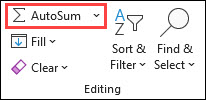
**Unhide columns:**

1. Select the adjacent columns for the hidden columns.
2. Right-click the selected columns, and then select **Unhide**. Or double-click the double line between the two columns where hidden columns exist.

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

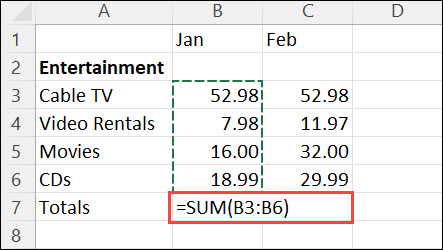
# 

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click **AutoSum** on the **Home** tab, press **Enter**, and you’re done.



When you click **AutoSum**, Excel automatically enters a formula (that uses the [SUM function](https://support.microsoft.com/en-us/office/sum-function-043e1c7d-7726-4e80-8f32-07b23e057f89)) to sum the numbers.

Here’s an example. Add the January numbers in this Entertainment budget, select cell B7, the cell at once below the column of numbers. Then click **AutoSum**. A formula appears in cell B7, and Excel highlights the cells you’re totalling.



Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.