

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:

Sure! Here are examples of functions available in different dropdowns in the function library:

1. **AutoSum**:

- SUM: Adds up a range of cells.
- AVERAGE: calculates the average of a range of cells.
- COUNT: counts the number of cells that contain numbers.
- MAX: Returns the largest value in a set of values.
- MIN: Returns the smallest value in a set of values.

2. **Recently Used**:

- VLOOKUP: Searches for a value in the first column of a table 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 specified row and column of a range.
- MATCH: Searches for a specified value in a range and returns the relative position of that item.

3. **Text**:

- LEFT: Returns the leftmost characters from a text string.
- RIGHT: Returns the rightmost characters from a text string.
- MID: Returns a specific number of characters from a text string, starting at a specified position.
- LEN: Returns the number of characters in a text string.
- SUBSTITUTE: Substitutes new text for old text in a text string.

4. **Date & Time**:

- TODAY: Returns the current date.
- NOW: Returns the current date and time.
- DATE: Returns the serial number of a particular date.
- TIME: Returns the serial number of a particular time.
- WEEKDAY: Returns the day of the week corresponding to a date.

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

Ans: In Microsoft Excel, there are several ways to select columns and rows:

1. **click and Drag**:

- To select a column: click on the header letter of the column (e.g., "A", "B", etc.) and drag across adjacent columns if needed.
- To select a row: click on the row number (e.g., "1", "2", etc.) and drag down or up if needed.

2. **clicking the column/Row Header**:

- To select a column: click on the header letter of the column (e.g., "A", "B", etc.).
- To select a row: click on the row number (e.g., "1", "2", etc.).

3. **Using Keyboard Shortcuts**:

- To select a column: Press **ctrl + Spacebar**.
- To select a row: Press **Shift + Spacebar**.

4. **Selecting Multiple columns/Rows**:

- To select multiple columns: click on the header letter of the first column, hold down the **Shift key**, and click on the header letter of the last column you want to select.
- To select multiple rows: click on the row number of the first row, hold down the **Shift key**, and click on the row number of the last row you want to select.

5. **Selecting Entire Worksheet columns/Rows**:

- To select the entire column: click on the header letter of the column.

- To select the entire row: click on the row number.

6. **Using the Name Box**:

- You can also use the Name Box located to the left of the formula bar. Simply type the reference of the column (e.g., "A", "B", etc.) or row (e.g., "1", "2", etc.) you want to select and press Enter.

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

Ans: 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. When you apply AutoFit to a column, Excel resizes the column width so that the widest cell content in that column is fully visible without wrapping or truncation. Similarly, when you apply AutoFit to a row, Excel adjusts the row height to accommodate the tallest content in that row.

We use AutoFit primarily for the following

reasons:

1. **Improved Readability**: AutoFitting columns and rows ensures that all content within them is visible without being cut off or hidden. This improves the readability and usability of the spreadsheet.
2. **Enhanced Presentation**: AutoFitting helps in presenting data in a visually appealing manner, especially when sharing or presenting Excel sheets to others. It ensures that the data is neatly organized and easy to comprehend.
3. **Efficiency**: Instead of manually adjusting column widths or row heights to fit content, AutoFit allows users to quickly resize columns and rows with a single click, saving time and effort.
4. **Consistency**: AutoFit helps maintain consistency in the appearance of the spreadsheet by ensuring that all columns and

rows are adjusted to accommodate their respective content optimally.

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

Ans: In Microsoft Excel, you can easily insert new rows and columns into an existing table using the following methods:

To insert new rows:

1. **Insert Option from Ribbon:**

- Select any cell within the row above which you want to insert a new row.
- Go to the "Home" tab on the Ribbon.
- In the "Cells" group, click on the "Insert" dropdown menu.
- Choose "Insert Sheet Rows". This will insert a new row above the selected row.

2. **Right-click Insert Option:**

- Right-click on the row number of the row

above which you want to insert a new row.

- From the context menu, select "Insert" > "Entire Row". This will insert a new row above the selected row.

3. **Keyboard Shortcut:**

- Select any cell within the row above which you want to insert a new row.

- Press "ctrl" + "+" (Control key and plus key). This will insert a new row above the selected row.

To insert new columns:

1. **Insert Option from Ribbon:**

- Select any cell within the column to the right of which you want to insert a new column.

- Go to the "Home" tab on the Ribbon.

- In the "Cells" group, click on the "Insert" dropdown menu.

- choose "Insert Sheet Columns". This will insert a new column to the left of the selected column.

2. **Right-click Insert option:**

- Right-click on the column letter of the column to the right of which you want to insert a new column.
- From the context menu, select "Insert" > "Entire column". This will insert a new column to the left of the selected column.

3. **Keyboard Shortcut:**

- Select any cell within the column to the right of which you want to insert a new column.
- Press "ctrl" + "+" (control key and plus key). This will insert a new column to the left of the selected column.

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

Ans:Hiding and unhiding columns in Excel is straightforward. Here's how you can do it:

To Hide Columns:

1. **Select columns to Hide:**

- click on the header letter of the column(s) you want to hide. You can select multiple columns by holding down the ctrl key while clicking on additional column headers.

2. **Hide columns using Ribbon:**

- Go to the "Home" tab on the Ribbon.
- In the "cells" group, click on the "Format" dropdown menu.
- Under the "Visibility" section, select "Hide & Unhide".
- From the dropdown menu, choose "Hide columns".

3. **Hide columns using Right-click:**

- Right-click on one of the selected column headers.
- From the context menu, choose "Hide".

4. **Keyboard Shortcut:**

- Press "ctrl" + "0" (control key and zero key) to hide selected columns.

To Unhide columns:

1. **Unhide columns using Ribbon:**

- Select the columns adjacent to the hidden columns (or any cells within the adjacent columns).
- Go to the "Home" tab on the Ribbon.
- In the "cells" group, click on the "Format" dropdown menu.
- Under the "Visibility" section, select "Hide & Unhide".
- From the dropdown menu, choose "Unhide columns".

2. **Unhide columns using Right-click:**

- Select the columns adjacent to the hidden columns (or any cells within the adjacent columns).
- Right-click on one of the selected column headers.
- From the context menu, choose "Unhide".

3. **Keyboard Shortcut:**

- Press "ctrl" + "Shift" + "0" (control key, shift key, and zero key) to unhide the selected columns.

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

Ans:

Sure! Let's create a simple table with some sample data and demonstrate different functions available in the AutoSum command.

Here's how the table might look:

| A | B | C | D |

|-----|-----|-----|-----|

| ID | Name | Score | Grade |

|-----|-----|-----|-----|

| 1 | Alice | 85 | 1 |

| 2 | Bob | 92 | 1 |

13 | Charlie | 78 | 1

14 | David | 95 | 1

15 | Emma | 88 | 1

Now, let's use different functions available in the AutoSum command to calculate totals, averages, maximum, minimum, and count:

1. **Total Score (SUM)**:

- In cell C7, type `=SUM(C2:C6)` and press Enter. This will calculate the total score of all students.

2. **Average Score (AVERAGE)**:

- In cell C8, type `=AVERAGE(C2:C6)` and press Enter. This will calculate the average score of all students.

3. **Maximum Score (MAX)**:

- In cell C9, type `=MAX(C2:C6)` and press Enter. This will find the maximum score among all students.

4. **Minimum Score (MIN)**:

- In cell C10, type `=MIN(C2:C6)` and press Enter. This will find the minimum score among all students.

5. **Count of Scores (COUNT)**:

- In cell C11, type `=COUNT(C2:C6)` and press Enter. This will count the number of scores recorded.