Q. 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 - **AutoSum (Recently Used)**: SUM function - Adds up a range of cells.

1. **Recently Used**: AVERAGE function - Calculates the average of a range of cells.
2. **Financial**: PV function - Calculates the present value of an investment.
3. **Logical**: IF function - Returns one value if a condition is true and another value if it's false.
4. **Lookup & Reference**: VLOOKUP function - Searches for a value in the first column of a table array and returns a value in the same row from another column.
5. **Math & Trig**: ROUND function - Rounds a number to a specified number of digits.
6. **Statistical**: MAX function - Returns the largest value in a set of values.
7. **Text**: CONCATENATE function - Joins two or more text strings into one.
8. **Date & Time**: TODAY function - Returns the current date.
9. **Math & Trig**: SQRT function - Returns the square root of a number.

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

Ans - Clicking on the column or row header.

1. Clicking and dragging across multiple column or row headers.
2. Using keyboard shortcuts such as Ctrl + Space to select the entire column and Shift + Space to select the entire row.
3. Using the "Select All" button at the intersection of column headers and row headers to select the entire worksheet.
4. Using the "Name Box" to select specific ranges by typing in cell references or range names.
5. Using the "Go To" feature to select specific ranges or cells based on criteria such as cell references, names, or data types.

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

Ans - AutoFit is a feature in Excel that automatically adjusts the width of columns or the height of rows to fit the contents of the cells within them. It is used to ensure that all the text or data in a cell is visible without being cut off or truncated. AutoFit is particularly useful when working with large datasets or when cells contain text or numbers of varying lengths. It helps improve readability and presentation of the data in the spreadsheet.

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

Ans - Select the row or column.

* Go to the "Home" tab.
* Click on "Insert" in the Cells group.
* Choose "Insert Sheet Rows" or "Insert Sheet Columns".

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

Ans - **To Hide Columns**:

* + Select the column(s) you want to hide by clicking on the column letter(s) at the top of the column(s).
  + Right-click on the selected column(s).
  + From the context menu, select "Hide".

**To Unhide Columns**:

* + If you know the specific column(s) you want to unhide, click on the column letters on either side of the hidden column(s) to select them.
  + Right-click on any of the selected column letters.
  + From the context menu, select "Unhide".