**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.**

**AutoSum**: SUM: Add up a range of cells.

**Recently Used:** VLOOKUP: Searches for a value in the first column of a table and returns a corresponding value from another column.

**Text: LEFT:** Returns the leftmost characters from a text string.

**Date & Time:** TODAY: Returns the current date**.**

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

Click and Drag

Ctrl + Spacebar(for columns), Shift + Spacebar( for rows)

Column/Row Headers

Range Selection

Using the Name Box.

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

**Fit Cell Contents:** AutoFit helps ensure that the content within a cell is fully visible without being truncated. When you have long text, numbers, or formulas in a cell that exceed the visible width of a column, using AutoFit resizes the column to display the complete content.

**Enhance Readability:** By using AutoFit, you can improve the readability and appearance of your spreadsheet. It helps to avoid unnecessary line breaks or text wrapping within cells, making the data more accessible and easier to understand.

**Efficient Use of Space:** AutoFit allows you to optimize the space in your spreadsheet. It automatically adjusts the column width or row height to the minimum required to accommodate the largest content in that particular column or row. This helps in utilizing the available space efficiently and can be particularly useful when dealing with large datasets or when printing spreadsheets.

**Quick Formatting:** AutoFit provides a convenient and quick way to adjust the size of columns or rows without manually dragging column widths or row heights. It saves time and effort, especially when you have multiple columns or rows to adjust.

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

Inserting a New Row:

Select the row below where you want to insert the new row. To select the entire row, click on the row number header. Right-click on the selected row and choose "Insert" from the context menu. Alternatively, you can go to the Home tab in the ribbon, click on the "Insert" dropdown, and select "Insert Sheet Rows."

Inserting a New Column:

Select the column to the right of where you want to insert the new column. To select the entire column, click on the column letter header. Right-click on the selected column and choose "Insert" from the context menu. Alternatively, you can go to the Home tab in the ribbon, click on the "Insert" dropdown, and select "Insert Sheet Columns."

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

Hiding Columns:

Select the column(s) that you want to hide. To select a single column, click on the column letter header. To select multiple columns, hold down the Ctrl key (Command key on Mac) and click on the column letter headers. Right-click on the selected column(s) and choose "Hide" from the context menu. Alternatively, you can go to the Home tab in the ribbon, click on the "Format" dropdown, and choose "Hide & Unhide" followed by "Hide Columns."

Unhiding Columns:

Select the columns adjacent to the hidden column(s). For example, if you have hidden column B, select column A and column C. Right-click on the selected columns and choose "Unhide" from the context menu. Alternatively, you can go to the Home tab in the ribbon, click on the "Format" dropdown, and choose "Hide & Unhide" followed by "Unhide Columns."

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

