**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:** Adds up a range of cells.

**AVERAGE:** Calculates the average of a range of cells.

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

**MAX:** Returns the largest value in a range.

**MIN:** Returns the smallest value in a range.

Recently Used:

**VLOOKUP:** Searches for a value in the leftmost column of a table and returns a value in the same row from a specified column.

**IF:** Performs a logical test and returns one value if the condition is TRUE and another value if the condition is 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 table or range.

All:

**PMT:** Calculates the payment for a loan based on constant payments and a constant interest rate.

**NETWORKDAYS:** Calculates the number of working days between two dates, excluding weekends and holidays.

**TRIM:** Removes extra spaces from text, except for single spaces between words.

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

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

Click and Drag:

To select a single column, click on the column header (the letter at the top of the column) and drag across the columns you want to select.

To select a single row, click on the row header (the number on the left side of the row) and drag down the rows you want to select.

Keyboard Shortcuts:

To select a single column, press Ctrl + Spacebar while the active cell is within the column you want to select.

To select a single row, press Shift + Spacebar while the active cell is within the row you want to select.

Range Selection:

To select multiple columns or rows that are not adjacent, hold down the Ctrl key while clicking on each column or row header.

To select a range of columns or rows, click and drag across the column or row headers, or use the Shift key with the arrow keys to extend the selection.

Select All:

To select the entire worksheet, click the square between the row and column headers (above row 1 and to the left of column A) or press Ctrl + A.

To select the entire column, click the column header or press Ctrl + Spacebar.

To select the entire row, click the row header or press Shift + Spacebar.

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

Click and Drag:

To select a single column, click on the column header (the letter at the top of the column) and drag across the columns you want to select.

To select a single row, click on the row header (the number on the left side of the row) and drag down the rows you want to select.

Keyboard Shortcuts:

To select a single column, press Ctrl + Spacebar while the active cell is within the column you want to select.

To select a single row, press Shift + Spacebar while the active cell is within the row you want to select.

Range Selection:

To select multiple columns or rows that are not adjacent, hold down the Ctrl key while clicking on each column or row header.

To select a range of columns or rows, click and drag across the column or row headers, or use the Shift key with the arrow keys to extend the selection.

Select All:

To select the entire worksheet, click the square between the row and column headers (above row 1 and to the left of column A) or press Ctrl + A.

To select the entire column, click the column header or press Ctrl + Spacebar.

To select the entire row, click the row header or press Shift + Spacebar.

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

**To insert new rows and columns into an existing table in Excel, follow these steps:**

**Inserting Rows:**

Select the row below where you want to insert the new rows. If you want to insert multiple rows, select the same number of rows as you want to insert.

Right-click on the selected row(s).

From the context menu, choose "Insert" to insert new rows above the selected row(s).

Alternatively, go to the "Home" tab on the ribbon.

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

Select "Insert Sheet Rows" to insert new rows above the selected row(s).

**Inserting Columns:**

Select the column to the right of where you want to insert the new column(s). Similarly, if you want to insert multiple columns, select the same number of columns as you want to insert.

Right-click on the selected column(s).

From the context menu, choose "Insert" to insert new columns to the left of the selected column(s).

Alternatively, go to the "Home" tab on the ribbon.

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

Select "Insert Sheet Columns" to insert new columns to the left of the selected column(s).

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

Select the column(s) that you want to hide. You can select multiple columns by clicking and dragging across their headers.

Right-click on one of the selected column headers.

In the context menu that appears, choose "Hide" from the options. Alternatively, you can press the keyboard shortcut Ctrl + 0 (zero) to hide the selected column(s).

**Unhide Columns:**

If you want to unhide a single column, click on the adjacent columns on either side of the hidden column to select them.

Right-click on one of the selected column headers.

In the context menu, choose "Unhide" from the options. The hidden column will now be unhidden.

**Unhiding Multiple Columns:**

If you want to unhide multiple columns, select the columns on both sides of the hidden columns by clicking and dragging across their headers.

Right-click on one of the selected column headers.

In the context menu, choose "Unhide" from the options. The hidden columns will now be unhidden.

**6. Create an appropriate table within the worksheet and use different**

**functions available in the AutoSum command.**

To create a table and use different functions available in the AutoSum command in Excel, follow these steps:

Open Excel and create a new worksheet.

Enter your data into the worksheet to create a table. For example, you can enter numbers into cells A1 to A5.

Click on the cell where you want to display the result of the AutoSum function. For example, click on cell A6.

Navigate to the "Formulas" tab in the Excel ribbon.

In the "Function Library" group, click on the "AutoSum" dropdown arrow.

Choose the desired function from the dropdown list. For example, you can select "SUM" to add up the numbers in the selected range.

Excel will automatically suggest a range based on the location of your cursor. If the suggested range is correct, press Enter to apply the function. If not, you can click and drag to select the desired range manually.

The result of the function will be displayed in the selected cell.

Repeat these steps to use different functions available in the AutoSum command, such as Average, Count, Max, Min, etc. Experiment with different functions to perform calculations based on your data.