**Q1>** 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.= Examples of functions available in different dropdowns present in function library are-

**(a)Financial**- Its used to make financial calculations and includes subfunctions as

    Pmt- to calculate monthly payment of loan

    Rate- computes interest rate per period of an annuity

    Nper- computes number of periodic payments

**(b)Logical**- used to carry out comparison in formula or test multiple conditions instead of just one.

    AND- returns TRUE if all of arguments evaluate to TRUE

    OR- returns TRUE if any argument evaluated to TRUE

**(c)Text-** used to convert numbers to text within a spreadsheet, converting numeric value into text string.

    Concatenate- used to join two or more text strings into one string.

    Clean- removes all nonprintable characters from text.


**Q2.>** What are the different ways you can select columns and rows?

Ans.= a) To select entire row, click row number or press shift+spacebar on keyboard

    b) To select entire column,click column letter or press Ctrl+spacebar

    c) To select multiple rows or columns, click and drag over several row numbers or column letters.


**Q3.>** What is AutoFit and why do we use it?

Ans.= Autofit is a feature in excel that allows you to quickly adjust the row height or column width to

    Fit the text completely so that there's no spilling over to other cells.

    Using Autofit feature we can automatically change width of columns and height of rows in a

    Worksheet to accommodate different sized text, thereby saving lot of time.


**Q4.>** How can you insert new rows and columns into the existing table?

Ans.= By selecting the row an column in which we want to add new row or column, then right clicking on that particular row or column and select insert option.

**Q5.>** How do you hide and unhide columns in excel?

Ans.= By using shortcut key as CTRL+0 to hide column and to unhide CTRL+Shift+0