

- 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.

→ Go to the Formulas ribbon – choose either the Insert Function icon in the Function Library Group, and then choose the desired function.

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

→ Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space.

Select the row number to select the entire row. ...

To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

- 3) What is AutoFit and why do we use it?

→ Excel's AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height. AutoFit Column Width - changes the column width to hold the largest value in the column.

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

→ To add rows, click Insert Above or Insert Below, To add columns click Insert Left or Insert Right.

- 5) How do you hide and unhide columns in excel?

→ On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

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

→ If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done.