**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.**

Sure, here are some examples of functions available in the different dropdowns present in the function library using the Insert Function feature:

**AutoSum**:

SUM: Calculates the sum of a range of numbers.

AVERAGE: Calculates the average of a range of numbers.

MAX: Returns the largest value in a range of numbers.

MIN: Returns the smallest value in a range of numbers.

**Recently Used**:

IF: Returns one value if a condition you specify evaluates to TRUE and another value if it evaluates to FALSE.

VLOOKUP: Searches for a value in the first column of a table array and returns a value in the same row from another column in the table array.

CONCATENATE: Joins several text strings into one text string.

COUNTIF: Counts the number of cells within a range that meet a specified criteria.

**Text**:

LEFT: Returns a specified number of characters from the beginning of a text string.

RIGHT: Returns a specified number of characters from the end of a text string.

CONCAT: Joins two or more text strings into one text string.

PROPER: Capitalizes the first letter of each word in a text string.

**Date & Time**:

TODAY: Returns the current date.

NOW: Returns the current date and time.

YEAR: Returns the year of a date.

MONTH: Returns the month of a date.

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

There are different ways to select columns and rows in a spreadsheet depending on the software being used, but here are some common methods:

Select a single column or row:

Click on the header of the column or row you want to select. The header is the letter or number at the top or left of the column or row.

Use the keyboard shortcuts Ctrl+Spacebar to select a column, or Shift+Spacebar to select a row.

Select multiple columns or rows:

Click and drag over the headers of the columns or rows you want to select.

Hold down the Ctrl key while clicking on the headers of the columns or rows you want to select individually.

Select all columns or rows:

Click on the header of the first column or row.

Hold down the Shift key and click on the header of the last column or row.

Select non-contiguous columns or rows:

Hold down the Ctrl key and click on the headers of the columns or rows you want to select.

Release the Ctrl key and repeat the process for any additional columns or rows.

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

AutoFit is a feature in spreadsheet software that allows you to automatically adjust the width of a column or the height of a row to fit the contents of the cells. When you use AutoFit on a column or row, the software calculates the optimal width or height based on the content in the cells.

We use AutoFit to improve the readability and appearance of a spreadsheet. When the contents of a cell exceed the width of a column or the height of a row, the text may be cut off or hidden. By using AutoFit, we can ensure that the content is fully visible and easy to read. This can be especially important when working with large or complex spreadsheets that contain a lot of data.

AutoFit can also help to make the spreadsheet look more organized and professional. When the columns and rows are properly sized, the data is easier to scan and understand. This can be especially useful when sharing the spreadsheet with others, as it can help to make the information more accessible and user-friendly.

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

You can insert new rows and columns into an existing table in spreadsheet software using the following steps:

Select the row or column where you want to insert the new row or column. You can do this by clicking on the header of the row or column.

Right-click on the selected row or column to open the context menu.

From the context menu, choose "Insert" and then select "Insert Rows" or "Insert Columns" depending on which one you want to add.

Alternatively, you can use the "Insert" button on the toolbar or ribbon. First, select the row or column where you want to insert the new row or column. Then, click on the "Insert" button and choose "Insert Rows" or "Insert Columns" from the dropdown menu.

Another way to insert rows or columns is to use a keyboard shortcut. For example, to insert a new row above the selected row, you can use the shortcut Ctrl+Shift+=. To insert a new column to the left of the selected column, you can use the shortcut Ctrl+Shift+Plus Sign (+).

Once you have inserted the new row or column, you can start entering data into the cells as needed. The new row or column will be added to the existing table and will inherit the formatting and style of the surrounding cells.

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

You can hide and unhide columns in Microsoft Excel using the following steps:

To hide columns:

Select the columns you want to hide by clicking on the column headers. To select multiple columns, hold down the Ctrl key while clicking on the headers of each column you want to hide.

Right-click on the selected columns to open the context menu.

Choose "Hide" from the context menu. The selected columns will now be hidden.

Alternatively, you can use the following keyboard shortcut to hide the selected columns:

Press the Ctrl key and the number 0 (zero) key together.

To unhide columns:

Select the columns on either side of the hidden columns by clicking on the column headers.

Right-click on one of the selected column headers to open the context menu.

Choose "Unhide" from the context menu. The hidden columns will now be unhidden.

Alternatively, you can use the following keyboard shortcut to unhide the selected columns:

Press the Ctrl key and the Shift key and the number 0 (zero) key together.

If you know the column letters of the hidden columns, you can also use the following steps to unhide them:

Select the columns on either side of the hidden columns by clicking on the column headers.

Click on the "Home" tab on the ribbon.

Click on the "Format" button in the "Cells" group.

Choose "Hide & Unhide" from the dropdown menu, and then select "Unhide Columns" from the sub-menu.

In the "Unhide Columns" dialog box, select the letters of the hidden columns that you want to unhide.

Click "OK" to unhide the selected columns.

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

