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.  
  
Functions available in dropdown present in the function library are :   
Financial , Math & Trig , Statistical , Lookup & Reference , Database , Text, Logical, Information , cube, Engineering.

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

* To select the entire column, select the letter at the top or click on any cell in the column and then press Ctrl + Space.
* To select the entire row, select the row number. or click on any cell in the row and then press Shift + Space.
* 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?  
Autofit is a feature helps to adjust the row height and column width to fit with the text size automatically. It will avoid spills in the cell.   
  
4. How can you insert new rows and columns into the existing table?  
  
Right click on the row where you want to add row or column. Click on insert > Entire row or Entire column.   
Other way is to click the Layout, click Insert Above or Insert Below to add rows and to add columns, click Insert Left or Insert Right.

5. How do you hide and unhide columns in excel?  
Select the column and right click and select hide to hide column / select unhide option to unhide the column next to it.

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

