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.

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

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

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

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

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

functions available in the AutoSum command.

1. Select a category

From the drop-down list, do one of the following:

Select Most Recently Used. Functions you have inserted in the recent past will display in alphabetical order in the Select a function box.

Select a function category. Functions in that category will display in alphabetical order in the Select a function box.

Select All. Every function will display in alphabetical order in the Select a function box.

Select a function

Do one of the following:

Click a function name to see the function syntax and a brief description immediately below the Select a function box.

Double-click a function name to display the function and its arguments in the Function Arguments wizard, which helps you add correct arguments.

Help on this function

Displays the reference help topic in the Help window for the currently selected function in the Select a function box.

2. Select one or more rows and columns

* 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. 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. Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon). To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

5. Select one or more columns, and then press Ctrl to select additional columns that aren't adjacent.

Right-click the selected columns, and then select Hide.

6.