

que1) 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?

- Auto sum (number 1, number2) - Adds all the numbers in a range of cells.
- Average (number 1, number 2) - Returns the average (arithmetic mean) of its arguments which can be numbers, names.
- Count (value 1, value 2) - Counts the number of cells that contain numbers.

que2) What are the different ways you can select columns and rows?

- Single click on the column or row number to select.
- Double click and drag the mouse pad to select the column.
- Select a cell and click ctrl + space to select a column.
- Select a cell and click shift + space to select a row.

que3) What is AutoFit and why do we use it?

Auto fit is a feature in excel, which is used to resize a column or row according to the text in a cell?

- To autofit the cells we can double click in between the columns or rows.
- Otherwise, using the ribbon button select the cell > in the home tab > click on format > click Auto fit with column width(for column), Auto fit with row height (for row).
- Otherwise using shortcut Alt + H + O + I (for column) and Alt + H + O + A.

que4) How can you insert new rows and columns into the existing table?

To insert without using shortcut:

- Select the column bar or Row bar > Right click on mouse > Click on insert column or insert row.

To Insert using search box:

- Select the column or row bar > type insert rows or columns in search tab > click on insert rows or columns.

To Insert using shortcut:

- To insert a row - Ctrl + NUMPAD(+) or Ctrl + Shift + +
- To insert column - Ctrl + NUMPAD(+) or Ctrl + Shift + +

que5) How do you hide and unhide columns in excel?

- To hide column - select the column > on the ribbon button click on format > click on hide and unhide > click on hide column.
- To unhide column - on the ribbon button click on format > click on hide and unhide > click on unhide column.
- Shortcut to hide column - Ctrl + 0 or Ctrl + Alt + 0
- Shortcut to unhide column - Ctrl + Shift + 0

que6) Create an appropriate table within the worksheet and use different functions available in the AutoSum command?

[https://docs.google.com/spreadsheets/d/1PDUGZl\\_ScjtRrq1nLR75S\\_UD5T-h7UEEvyR5GclGMhY/edit#gid=0](https://docs.google.com/spreadsheets/d/1PDUGZl_ScjtRrq1nLR75S_UD5T-h7UEEvyR5GclGMhY/edit#gid=0)