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.**

In Most Recently used Dropdown, Functions available are Count, sum, if, max, average.

In text Category, functions available are char, clean, concat

In statistical category functions available are average, averageif

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

By using mouse, when you click the appropriate column alphabet, that entire column gets selected

Shortcut key is Ctrl + Space bar to select the entire column

By using mouse, when you click the appropriate row number, that entire row gets selected

Shortcut key is shift + Space bar select the entire column

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

Autofit resize the size of cell according to the cell value, it helps for better viewing of data.

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

By using shortcut keys , for adding new column select the adjacent column where you want to add new column, press Ctrl + shift + +

By using shortcut keys , for adding new row select the adjacent row where you want to add new row, press Ctrl + shift + +

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

Shortcut key Ctrl + 0 for hiding column, to unhide column select Alt + H + O + U + L.

In home tab, cells ribbon section,click format select hide and unhide columns in visibility section.

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

**functions available in the AutoSum command.**

Sum , average, Count numbers, max, min

|  |  |
| --- | --- |
| **Day** | **Value** |
| Mon | 1 |
| Tue | 2 |
| Wed | 3 |
| Thu | 4 |
| Fri | 5 |
| Sat | 6 |
| Sun | 7 |