* **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.**
* AutoSum:
* SUM: Adds up a range of cells.
* AVERAGE: Calculates the average of a range of cells.
* MAX: Returns the maximum value from a range of cells.
* MIN: Returns the minimum value from a range of cells.
* Recently Used:
* VLOOKUP: Searches for a value in the first column of a range and returns a value in the same row from another column.
* CONCATENATE: Joins multiple text strings into one.
* IF: Returns one value if a condition is true and another value if it's false.
* COUNTIF: Counts the number of cells within a range that meet a specific criterion.
* Text:
* LEFT: Extracts a specified number of characters from the beginning of a text string.
* RIGHT: Extracts a specified number of characters from the end of a text string.
* LEN: Returns the number of characters in a text string.
* SUBSTITUTE: Replaces specific text within a text string with new text.
* Date & Time:
* TODAY: Returns the current date.
* DATE: Returns the serial number of a particular date.
* DAY: Returns the day of the month as a number.
* HOUR: Returns the hour as a number from a given time.

These are just a few examples of functions available in different dropdowns of the function library. Depending on the spreadsheet software or programming environment you are using, the available functions may vary.

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

Here are some common methods:

* Click and Drag: Click on the header of a column or row and drag the selection to include multiple columns or rows. This method is useful for selecting adjacent columns or rows.
* Keyboard Shortcuts: Use keyboard shortcuts to select columns and rows. For example:
* To select an entire column: Click on the header of a column and press the Shift key along with the Space bar.
* To select an entire row: Click on the row number and press the Shift key along with the Space bar.
* Range Selection: Specify a range to select multiple columns or rows. This can be done by:
* Using a combination of the first and last column or row. For example, A:C selects columns A, B, and C.
* Using a combination of the column or row letters/numbers and a colon. For example, A1:A5 selects rows 1 to 5 in column A.
* Context Menus or Ribbon Options: Depending on the software or environment, you may have options available in context menus or ribbon menus to select columns and rows. These menus often provide options like "Select Column" or "Select Row" to make the selection.
* Formulas or Programming Functions: In some cases, you may need to use formulas or programming functions to select specific columns or rows based on certain criteria. These functions allow for more advanced and dynamic column/row selection.

The specific methods available may vary depending on the spreadsheet software or programming environment you are using. It's always helpful to consult the documentation or user guide of the software or environment for more details on selecting columns and rows.

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

AutoFit is a feature commonly found in spreadsheet software, such as Microsoft Excel or Google Sheets. It allows you to automatically adjust the width of a column or the height of a row to fit the contents within them.

When you have data in a column or row that is longer or wider than the default column width or row height, using the AutoFit feature can ensure that the entire content is visible without any truncation or text wrapping.

Here's why we use AutoFit:

* Improved Readability: By using AutoFit, you can make sure that all the data in a column or row is fully visible, eliminating the need for horizontal or vertical scrolling. This enhances the readability of your spreadsheet and makes it easier to work with the data.
* Optimal Presentation: AutoFit helps in optimizing the appearance of your spreadsheet. It ensures that the text in cells is not cut off, preventing the loss of important information. By adjusting the column width or row height to fit the content, you can present your data in a clean and professional manner.
* Efficient Space Utilization: AutoFit allows you to use the available space in your spreadsheet more efficiently. Instead of manually adjusting column widths or row heights, which can lead to uneven spacing or excessive empty space, AutoFit automatically adjusts the dimensions based on the content. This way, you can make the best use of the available space without wasting any.
* **How can you insert new rows and columns into the existing table?**

To insert new rows and columns into an existing table in spreadsheet software like Microsoft Excel or Google Sheets, you can follow these steps:

* Inserting Rows:
* Select the row below or above where you want to insert new rows. To select a row, click on the row number on the left side of the spreadsheet.
* Right-click on the selected row, and from the context menu that appears, choose the "Insert" or "Insert Rows" option.
* Alternatively, you can use the ribbon menu at the top of the spreadsheet. Go to the "Home" or "Insert" tab, depending on the software, and look for the "Insert" or "Insert Rows" button. Click on it to insert new rows.
* Inserting Columns:
* Select the column to the right or left of where you want to insert new columns. To select a column, click on the column letter at the top of the spreadsheet.
* Right-click on the selected column, and from the context menu that appears, choose the "Insert" or "Insert Columns" option.
* Alternatively, you can use the ribbon menu at the top of the spreadsheet. Go to the "Home" or "Insert" tab, depending on the software, and look for the "Insert" or "Insert Columns" button. Click on it to insert new columns.
* By following these steps, you can insert new rows or columns into an existing table. The new rows or columns will shift the existing content to accommodate the inserted space. You can then enter data or format the newly inserted rows or columns as needed.
* **How do you hide and unhide columns in excel?**

To hide and unhide columns in Microsoft Excel, you can follow these steps:

* Hiding Columns:
* Select the column(s) that you want to hide. To select a column, click on the column letter at the top of the spreadsheet. To select multiple columns, hold down the Ctrl key while clicking on the column letters.
* Right-click on the selected column(s), and from the context menu that appears, choose the "Hide" option. Alternatively, you can also use the keyboard shortcut Ctrl + 0 (zero) to quickly hide the selected column(s).
* The selected column(s) will be hidden from view, and the adjacent columns will adjust to fill the space.
* Unhiding Columns:
* To unhide a single column, click on the column letters on either side of the hidden column to select them.
* Right-click on the selected columns, and from the context menu, choose the "Unhide" option. Alternatively, you can use the keyboard shortcut Ctrl + Shift + 0 (zero) to quickly unhide the selected column(s).
* The hidden column(s) will be restored and become visible again.
* If you want to unhide multiple columns at once or if you're not sure which column(s) are hidden, you can use the following steps:
* Select the entire range of columns adjacent to the hidden column(s). For example, if you have hidden columns between columns C and G, you can select columns B and H.
* Right-click on the selected columns, and from the context menu, choose the "Unhide" option.
* Any hidden columns within the selected range will be unhidden and become visible again.
* The specific steps and options may vary slightly depending on the version of Microsoft Excel you are using, but the general process of hiding and unhiding columns remains similar across versions.
* **Create an appropriate table within the worksheet and use different functions available in the AutoSum command.**
* Open Microsoft Excel and create a new worksheet.
* In cell A1, enter "Item" as the header.
* In cell B1, enter "Quantity" as the header.
* In cell C1, enter "Price" as the header.
* Enter some sample data in the cells below the headers. For example, in cells A2 to A5, enter different item names. In cells B2 to B5, enter corresponding quantities. In cells C2 to C5, enter corresponding prices.
* Now, let's use the AutoSum command to perform calculations:
* In cell B6, select the empty cell below the "Quantity" column.
* Click on the AutoSum button (Σ) in the toolbar or go to the "Formulas" tab and click on the "AutoSum" button in the "Editing" group.
* Excel will automatically detect the adjacent range of cells above and suggest a sum formula. Press Enter to apply the sum formula and get the total quantity.
* Similarly, in cell C6, select the empty cell below the "Price" column, click on the AutoSum button, and press Enter to get the total price.
* Additionally, you can try other functions available in the AutoSum command:
* Click on the drop-down arrow next to the AutoSum button.
* Choose different functions such as Average, Count, Max, Min, etc.
* Select the appropriate range of cells to apply the chosen function and press Enter.
* By following these steps, you can create a table in Excel and use various functions available in the AutoSum command to perform calculations on the data. The AutoSum command makes it quick and easy to perform common calculations without manually writing formulas.