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. AutoSum: SUM, AVERAGE, COUNT, MAX, MIN
3. Recently Used: Recently Used Functions
4. All: IF, INDEX, MATCH, VLOOKUP, HLOOKUP, CONCATENATE
5. Math & Trig: ABS, SIN, COS, TAN, ROUND, LOG
6. Statistical: STDEV, CORREL, FREQUENCY, MODE, MEDIAN, RANK
7. Financial: PMT, FV, NPV
8. What are the different ways you can select columns and rows?
9. Click on the column or row header: To select a column, click on the column header (the letter at the top of the column). To select a row, click on the row header (the number on the left side of the row).
10. Drag across column or row headers: Click on the column or row header and drag across the adjacent headers to select multiple columns or rows.
11. Select all columns or rows: Click on the column header or row header to select the entire column or row. To select all columns or rows in the sheet, click the "Select All" button at the top-left corner of the sheet where the row and column headings meet.
12. Using keyboard shortcuts: To select a column, press Ctrl + Spacebar. To select a row, press Shift + Spacebar. To select multiple columns or rows, hold down the Shift key and use the arrow keys to move to the next column or row.
13. Using the Name Box: Click on the Name Box (the box to the left of the formula bar that displays the cell reference) and type the range of cells you want to select (e.g., A1:A10 for column A or 1:10 for row 1).
14. What is AutoFit and why do we use it?

AutoFit is a feature in Excel that allows you to adjust the width or height of a column or row to fit the contents within it. This is particularly useful when dealing with cells that contain text or numbers that may be too long to fit within the default column or row width or height. AutoFit ensures that all data in the cell is visible without any truncation, making it easier to read and work with.

1. How can you insert new rows and columns into the existing table?
2. Select the row or column adjacent to where you want to insert the new row or column.
3. Right-click on the selected row or column and choose "Insert" from the menu.
4. Choose either "Insert Sheet Rows" or "Insert Sheet Columns" depending on whether you want to insert a row or column.
5. The new row or column will be inserted into the table.

Alternatively, you can also use the "Insert" command on the Home tab of the Excel ribbon to insert new rows or columns.

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

To hide a column in Excel:

* Select the column(s) that you want to hide.
* Right-click on the selected column(s) and click on "Hide" from the context menu.
* Alternatively, you can also use the keyboard shortcut "Ctrl + 0" to hide the selected column(s).

To unhide a column in Excel:

* Select the columns that are on either side of the hidden column(s).
* Right-click on the selected column(s) and click on "Unhide" from the context menu.