**Excel Assignment - 7**

**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.**

**ANS-Financial, Logical, Text and the Date & Time buttons. Moreover, are the Lookup & Reference, Math & Trig  Functions.**

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

**ANS - We can also click anywhere in the table column, and then press CTRL+SPACEBAR, or you can click the first cell in the table column, and then press CTRL+SHIFT+DOWN ARROW. These are the two different ways of elect column and rows.**

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

ANS-**AutoFit is a feature in Microsoft Excel that automatically adjusts the width or height of a cell. This feature automatically adjusts the row height to fit the text in the cell. we can autofit multiple rows at once.**

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

**ANS-Right-click in a table cell or tap in a selected table cell next to where you want to add a row or column. On the mini toolbar, click Insert and choose where you'd like to insert the row or column.**

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

**ANS-Go to the Home tab then Cells group, and click Format then Hide & Unhide then Unhide columns**.

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

**functions available in the AutoSum command.**

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