

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.

AutoSum: This dropdown contains a list of common mathematical functions, such as SUM, AVERAGE, COUNT, MAX, and MIN. For example, you can use the SUM function to add up a range of numbers in your spreadsheet.

Recently Used: This dropdown contains a list of the functions that you have recently used. This can be useful if you want to quickly reuse a function that you used earlier.

Text: This dropdown contains a list of functions that you can use to manipulate text in your spreadsheet. For example, you can use the CONCATENATE function to combine two or more text strings into one.

Date & Time: This dropdown contains a list of functions that you can use to work with dates and times in your spreadsheet. For example, you can use the TODAY function to insert the current date into a cell.

Lookup & Reference: This dropdown contains a list of functions that you can use to look up data in your spreadsheet. For example, you can use the VLOOKUP function to find a specific value in a table of data.

Math & Trig: This dropdown contains a list of mathematical functions that you can use in your spreadsheet. For example, you can use the SQRT function to find the square root of a number.

Logical: This dropdown contains a list of functions that you can use to perform logical operations in your spreadsheet. For example, you can use the IF function to perform a conditional test on a value and return one result if the test is true, and another result if the test is false.

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

Click and Drag: Click on the column or row header and drag the mouse pointer to select the desired range.

Keyboard Shortcut: To select an entire column, press the Ctrl + Spacebar keys together. To select an entire row, press the Shift + Spacebar keys together.

Select All: To select all the columns or rows in a worksheet, click on the Select All button located at the intersection of the row and column headers, or press the Ctrl + A keys together.

Go To: You can use the Go To command (Ctrl + G) to select a specific range of columns or rows.

Name Box: You can use the Name Box to select a specific column or row. Simply type the column or row name in the Name Box, and press Enter.

Ribbon: You can also use the Ribbon to select columns and rows. Under the Home tab, in the Cells group, you can select columns and rows using the Insert, Delete, or Format commands.

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

AutoFit is a feature in Excel that allows you to automatically adjust the width of a column or the height of a row to fit the contents of the cells within it. This is particularly useful when working with large amounts of data or when you are trying to make your worksheet more presentable.

When you use AutoFit on a column or row, Excel will adjust the width or height of the cells to fit the largest item in that column or row. This can make it easier to read and analyze the data in the worksheet.

To use AutoFit, you can select a column or row, and then double-click on the boundary between two columns or rows, or you can use the "Format" menu and choose "AutoFit Column Width" or "AutoFit Row Height".

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

You can insert new rows and columns into the existing table in Excel by following these steps:

Select a cell in the row or column adjacent to where you want to insert a new row or column.

To insert a row, right-click and select "Insert" and then "Entire Row" from the dropdown menu. Alternatively, you can click on the "Insert" button on the Home tab and select "Insert Sheet Rows" from the dropdown menu.

To insert a column, right-click and select "Insert" and then "Entire Column" from the dropdown menu. Alternatively, you can click on the "Insert" button on the Home tab and select "Insert Sheet Columns" from the dropdown menu.

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

Select the column(s) you want to hide by clicking on the column letter(s) at the top of the worksheet.

Right-click on the selected column(s).

Click on "Hide" from the drop-down menu.

To unhide a column in Excel, follow these steps:

Select the columns to the left and right of the hidden column(s) by clicking on the column letters at the top of the worksheet.

Right-click on one of the selected column letters.

Click on "Unhide" from the drop-down menu.

If the "Unhide" option is grayed out, then there are no hidden columns in the worksheet.

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

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Clipboard Font Alignment Number Styles Cells

Conditional Formatting Table Styles Insert Delete Format

Σ Sum
Average
Count Numbers
Max
Min
More Functions...

DAYS X ✓ fx =MIN(I2:I21)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	1930	Uruguay	Uruguay	Argentina	USA	Yugoslavia	70	13	18	590.549						
3	1934	Italy	Italy	Czechoslo	Germany	Austria	70	16	17	363						
4	1938	France	Italy	Hungary	Brazil	Sweden	84	15	18	375.7						
5	1950	Brazil	Uruguay	Brazil	Sweden	Spain	88	13	22	1,045.246						
6	1954	Switzerland	Germany	Hungary	Austria	Uruguay	140	16	26	768.607						
7	1958	Sweden	Brazil	Sweden	France	Germany	126	16	35	819.81						
8	1962	Chile	Brazil	Czechoslo	Chile	Yugoslavia	89	16	32	893.172						
9	1966	England	England	Germany	Portugal	Soviet Uni	89	16	32	1,563.135						
10	1970	Mexico	Brazil	Italy	Germany	Uruguay	95	16	32	1,603.975						
11	1974	Germany	Germany	Netherlands	Poland	Brazil	97	16	38	1,865.753						
12	1978	Argentina	Argentina	Netherlands	Brazil	Italy	102	16	38	1,545.791						
13	1982	Spain	Italy	Germany	Poland	France	146	24	52	2,109.723						
14	1986	Mexico	Argentina	Germany	France	Belgium	132	24	52	2,394.031						
15	1990	Italy	Germany	Argentina	Italy	England	115	24	52	2,516.215						
16	1994	USA	Brazil	Italy	Sweden	Bulgaria	141	24	52	3,587.538						
17	1998	France	France	Brazil	Croatia	Netherlands	171	32	64	2,785.100						
18	2002	Korea/Jap	Brazil	Germany	Turkey	Korea Rep	161	32	64	2,705.197						
19	2006	Germany	Italy	France	Germany	Portugal	147	32	64	3,359.439						
20	2010	South Afri	Spain	Netherlands	Germany	Uruguay	145	32	64	3,178.856						
21	2014	Brazil	Germany	Argentina	Netherlands	Brazil	171	32	64	3,386.810						
22							2379	21.25	=MIN(I2:I21)							

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DAYS X ✓ fx =MAX(I2:I21)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	1930	Uruguay	Uruguay	Argentina	USA	Yugoslavia	70	13	18	590.549						
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21	2014	Brazil	Germany	Argentina	Netherlands	Brazil	171	32	64	3,386.810						
22							2379	21.25	=MAX(I2:I21)							

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21	2014	Brazil	Germany	Argentina	Netherlan	Brazil	171	32	64	3,386.810						
22							2379	21.25	=COUNT(I2:I21)							

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DAYS X ✓ fx =AVERAGE(H2:H21)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
2	1930	Uruguay	Uruguay	Argentina	USA	Yugoslavia	70	13	18	590.549						
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22							2379	=AVERAGE(H2:H21)								

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Paste

Clipboard

Font

Alignment

Number

Sum (Alt+=)

Automatically add it up. Your total will appear after the selected cells.

Sum

Average

Count Numbers

Max

Min

More Functions...

DAYS

=SUM(G2:G21)

	A	B	C	D	E	F	G	H	I	J	K
2	1930	Uruguay	Uruguay	Argentina	USA	Yugoslavia	70	13	18	590.549	
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