**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:

Go to the Formulas ribbon – choose either the Insert Function icon to bring up the Insert Function dialog box (same dialog box you would get with the first method), or click the arrow next to the correct category in the Function Library Group, and then choose the desired function.

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

Ans: Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.

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

Ans:

AutoFit is a feature in Excel that helps you to quickly adjust the row height or column width so that your data/text fits completely into the cell. Also, In AutoFit you don't have to manually specify the row height and column width.

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

Ans:

Click in a cell above or below where you want to add a row. On the Layout tab, do one of the following: To add a row above the cell, click Insert Above in the Rows and Columns group. To add a row below the cell, click Insert Below in the Rows and Columns group.

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

Ans:

On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

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

functions available in the AutoSum command.

Ans:

 click the **AutoSum** drop-down arrow, and choose the desired **function** from