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.

Recently used function select of function box.

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

   Ctrl + Space rows, columns Shift + Space.

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

 Auto fit is quickly Adjust row and column and text size high.

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

Select row starting Side press Shift Ctrl +

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

Go to home, cells, Format, Hide & Unhide, Alt press H, O, U, R, C, S, O, L.

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

If you want to sum values in several columns or rows, select all the cells where you want to insert the Sum formula, and then click the AutoSum it is coming Automatic Formula