1. give examples of any function available in the different dropdowns present in the function library.
2. Autosum h) Recently used
3. Financial i) Logical
4. Text j) Date and time
5. Lookup and reference k) Math and trig
6. Statistical l) Engineering
7. Cube m) Information
8. Compatibility
9. different ways we can select columns and rows.
10. Columns

a)Select the letter at the top to select the column.

b)click on any cell in the column then press Ctrl+Space

c)select the cell and drag the cursor down till that you want.

d)select the cell then Shift+down arrow.

1. Rows

a)select the row number to select the entire row

b)select the cell and drag the rightside cursor till that you want.

c) select the cell then Shift+right arrow.

1. Autofit is a feature in Excel that allows you to quickly adjust the row height and column width to fit the text complrtely.it fits automatically while entering the data so we use it.
2. To add rows click insert above or insert below and to add columns click insert left or insert right.
3. On the home tab in the cells group click format in that there is a hide or unhide option according to our requirement we can do.
4. Here is the table within the worksheet and used different functions available in the AutoSum command.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
| NUMBERS | | | | | | | sum | average | count | max | min |
| 25 | 85 | 29 | 75 | 95 | 37 | 76 | 422 | 60.286 | 7 | 95 | 25 |
|  |  |  |  |  |  |  |  |  |  |  |  |