1. Here are some examples of functions available in different dropdowns in the function library:

AutoSum:

The AutoSum dropdown has several functions related to basic arithmetic operations. For example, you can use it to insert the SUM function to add up a range of cells, or the AVERAGE function to calculate the average of a range of cells.

Recently Used:

The Recently Used dropdown shows a list of functions that you've recently used. This can be helpful if you need to quickly insert a function that you've used before. For example, if you've recently used the CONCATENATE function to combine text from different cells, you can quickly insert it again from this dropdown.

Text:

The Text dropdown contains functions that manipulate text in various ways. For example, you can use the UPPER function to convert text to all uppercase letters, or the LEN function to count the number of characters in a cell.

Date & Time:

The Date & Time dropdown contains functions that work with dates and times. For example, you can use the TODAY function to insert the current date into a cell, or the HOUR function to extract the hour from a time value.

Logical:

The Logical dropdown contains functions that return either TRUE or FALSE, depending on whether a certain condition is met. For example, you can use the IF function to test whether a certain value meets a condition, and return one value if it does, and another value if it doesn't.

Math:

The Math dropdown contains a variety of mathematical functions. For example, you can use the SQRT function to calculate the square root of a number, or the ABS function to return the absolute value of a number.

2.In most spreadsheet applications, there are several ways to select columns and rows:

Clicking on the column or row header:

You can click on the header of a column or row to select it. The header is the letter for columns or number for rows that is displayed at the top or left of the spreadsheet.

Dragging to select multiple columns or rows:

To select multiple adjacent columns or rows, click and hold on the header of the first column or row you want to select, and then drag the mouse to the last column or row you want to select. This will select all the columns or rows in between.

Using the Shift key to select multiple columns or rows:

To select non-adjacent columns or rows, click on the header of the first column or row you want to select, and then hold down the Shift key while clicking on the headers of the other columns or rows you want to select.

Using the Ctrl key to select specific columns or rows:

To select specific non-adjacent columns or rows, click on the header of the first column or row you want to select, and then hold down the Ctrl key (Windows) while clicking on the headers of the other columns or rows you want to select.

Using the Select All option:

To select all columns or rows in the spreadsheet, you can click on the Select All button, which is usually located at the top left corner of the spreadsheet, or you can use the keyboard shortcut Ctrl+A (Windows).

3. AutoFit is a feature in spreadsheet applications that allows you to automatically adjust the width of a column or the height of a row to fit the contents of the cells in that column or row.

When you have a lot of data in a spreadsheet, some of it may be truncated or hidden if the column or row is not wide or tall enough to display all the contents. This can make it difficult to read and understand the data. AutoFit solves this problem by automatically adjusting the width or height of the column or row to fit all the contents.

To use AutoFit, you can simply double-click on the boundary line between two column or row headers, and the column or row will automatically adjust to fit the contents of the cells. You can also use the AutoFit option in the Format menu to adjust the column width or row height.

AutoFit is useful because it helps to improve the readability and presentation of your data, making it easier to analyze and understand. By ensuring that all the contents of a cell are visible, you can avoid errors and misunderstandings that can arise from truncated or hidden data. Additionally, AutoFit can save time by eliminating the need to manually adjust the column or row width or height to fit the contents of the cells.

4.To insert new rows and columns into an existing table in a spreadsheet application, follow these steps:

Select the cell or cells where you want to insert the new row or column. If you want to insert a row or column at the end of the table, select the cell in the last row or column of the table.

Right-click on the selected cell or cells to open the context menu.

From the context menu, select "Insert" and then choose "Row Above" or "Row Below" to insert a new row, or "Column Left" or "Column Right" to insert a new column. Alternatively, you can select "Insert Cut Cells" to insert the cut cells.

5.The new row or column will be inserted into the table, and the existing rows or columns will be shifted down or to the right to accommodate the new row or column.

o hide and unhide columns in Excel, follow these steps:

Hiding Columns:

Select the column(s) that you want to hide by clicking on the column header(s).

Right-click on the selected column(s) and choose "Hide" from the context menu.

Alternatively, you can use the keyboard shortcut Ctrl+0 (zero) to hide the selected column(s).

Unhiding Columns:

Select the adjacent columns on either side of the hidden column(s).

Right-click on the selected columns and choose "Unhide" from the context menu.

Alternatively, you can use the keyboard shortcut Ctrl+Shift+0 (zero) to unhide the hidden column(s).

Using the "Format" option to hide and unhide columns:

Select the column(s) you want to hide.

Go to the "Home" tab in the ribbon.

Click on the "Format" dropdown in the "Cells" group and select "Hide & Unhide" option.

Select "Hide Columns" to hide the selected column(s) or "Unhide Columns" to unhide the hidden column(s).

6.Sure, here's an example of a table in Excel and how to use the AutoSum command with different functions:

Suppose we have a table of sales data for a company, with columns for product, units sold, and revenue. We want to calculate the total units sold and revenue for all products using the AutoSum command.

|  |  |  |
| --- | --- | --- |
| Product | Units Sold | Revenue |
| A | 100 | 5,000 |
| B | 150 | 7,500 |
| C | 200 | 10,000 |

To calculate the total units sold, click on an empty cell below the "Units Sold" column and click on the AutoSum button in the Home tab of the ribbon. The formula "=SUM(B2:B4)" will be automatically generated and the total units sold (450) will be displayed.

To calculate the total revenue, click on an empty cell below the "Revenue" column and click on the AutoSum button in the Home tab of the ribbon. By default, the formula "=SUM(C2:C4)" will be generated and the total revenue ($22,500) will be displayed.

We can also use different functions in the AutoSum command to calculate other metrics. For example, to calculate the average units sold and revenue per product, click on an empty cell below the "Units Sold" and "Revenue" columns and click on the AutoSum button in the Home tab of the ribbon. In the drop-down menu, select "Average" to calculate the average units sold and revenue. The formula "=AVERAGE (B2:B4)" and "=AVERAGE (C2:C4)" will be generated, and the average units sold (150) and average revenue ($7,500) will be displayed.

Overall, the AutoSum command is a useful tool for quickly calculating totals, averages, and other metrics in Excel.