1. Some examples of functions available in different dropdowns present in the function library:

* AutoSum:

SUM: adds a range of cells

AVERAGE: calculates the average of a range of cells

COUNT: counts the number of cells that contain a number

* Recently Used:

VLOOKUP: searches for a value in the first column of a table and returns a corresponding value in the same row from a specified column of the table

IF: returns one value if a condition you specify evaluates to TRUE and another value if it evaluates to FALSE

CONCATENATE: combines two or more text strings into one string

1. There are multiple ways to select columns and rows. Here are a few of the most common ways to do so:

* Click and Drag: You can click on the column letter or row number and drag the mouse to the right or down to select multiple columns or rows.
* Keyboard Shortcuts: "Ctrl + Spacebar" and to select an entire row, click on the row number and press "Shift + Spacebar".
* Select All: You can select all columns or rows in a sheet by clicking on the corner where the row numbers and column letters intersect.
* Name Box: You can use the Name Box to select a specific column or row. Simply type the name of the column or row you want to select into the Name Box, and press "Enter".
* Go To: "Go To" command to select specific columns or rows. Press "Ctrl + G" (Windows) and then type the range of columns or rows you want to select.

1. AutoFit is a feature in most spreadsheet software that automatically adjusts 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 apply AutoFit to a column or row, the software will analyze the content in each cell and adjust the width or height to the optimal size so that all the data in the cell is visible.

AutoFit is a useful feature for several reasons:

* Makes data easier to read: By using AutoFit, you can ensure that all the text in a cell is visible, making it easier to read and understand.
* Saves time: Manually adjusting the width or height of a column or row to fit the contents can be time-consuming, especially when working with large datasets. AutoFit can save you time by automatically adjusting the size for you.
* Improves presentation: When you're creating a report or a presentation, AutoFit can help you ensure that your data looks neat and organized. Columns and rows that are properly sized can make your data look more professional.
* Reduces errors: If you have to manually adjust column or row sizes, there is a risk of human error. AutoFit eliminates this risk, ensuring that your data is always correctly displayed.

1. To insert new rows and columns into an existing table, follow these steps:

* Select the row or column where you want to insert the new row or column. To select a row, click on the row number. To select a column, click on the column letter.
* Right-click on the selected row or column, and a drop-down menu will appear.
* In the drop-down menu, select "Insert" and choose whether you want to insert a new row or column.
* If you want to insert a new row, select "Entire row" and a new row will be inserted above the selected row.
* If you want to insert a new column, select "Entire column" and a new column will be inserted to the left of the selected column.
* Alternatively, you can also use keyboard shortcuts to insert new rows and columns. To insert a new row, select the row where you want to insert the new row and then press "Ctrl" + "+" (Windows) . To insert a new column, select the column where you want to insert the new column and then press "Ctrl" + "Shift" + "+" (Windows) .

1. "Ctrl" + "0" to hide the selected column(s) and "Ctrl" + "Shift" + "0" to unhide the selected column(s).
2. https://github.com/Yadavz/Excel-Assignments/blob/main/New%20Microsoft%20Excel%20Worksheet.xlsx