* **SUM**: Adds up all the numbers in a range.
* **AVERAGE**: Calculates the average of numbers in a range.
* **COUNT**: Counts the number of cells that contain numbers in a range.
* IF: Performs a conditional test and returns one value if the test is true and another value if it's false.
* AND: Returns TRUE if all arguments are TRUE.
* OR: Returns TRUE if any argument is TRUE.
* Click the Row / Column Header: To select an entire row, click on the row header. For example, to select row 3, click on the "3" row header.
* Keyboard Shortcut: Use the keyboard shortcut Shift + Spacebar and Ctrl + Spacebar to select the entire row and column respectively of the active cell
* Select Non-Contiguous Rows / Columns: Hold down the Ctrl key while clicking on multiple row / column headers to select rows that are not adjacent to each other.
* Select Entire Worksheet: Click the square at the intersection of the row and column headers (the "Select All" button) to select the entire worksheet.
* Select a Range of Rows / Columns: Click on the first row / column header you want to select, hold down the Shift key, and then click on the last row / column header of the range you want to select. This will select all the rows in between.

1. AutoFit is a feature in Microsoft Excel that automatically adjusts the width of columns or the height of rows to accommodate the content within them. It is used to ensure that the content in cells is displayed correctly and clearly without being truncated or overflowing.

* Select a Row / Column: Click on the row / column before which insertion is required.
* Right-click on the selected row / column number, and from the context menu that appears, choose "Insert" > "Sheet Rows." This will insert a new row above the selected row.
* Select the Column(s) You Want to Hide / Unhide
* Right-Click and Choose "Hide" / “Unhide”

6.





