**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.**

* Header & Footer
* ClipArt
* Symbol
* Equation
* Hyperlink

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

Select the letter at the top to select the entire column. Or click on any cell in the column and then press Ctrl + Space. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space.

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

AutoFit is a feature in Excel that allows you to quickly adjust the row height or column width to fit the text completely (so that there is no spilling over to other cells). Autofit Row Height: This feature automatically adjusts the row height to fit the text in the cell. You can autofit multiple rows at once.

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

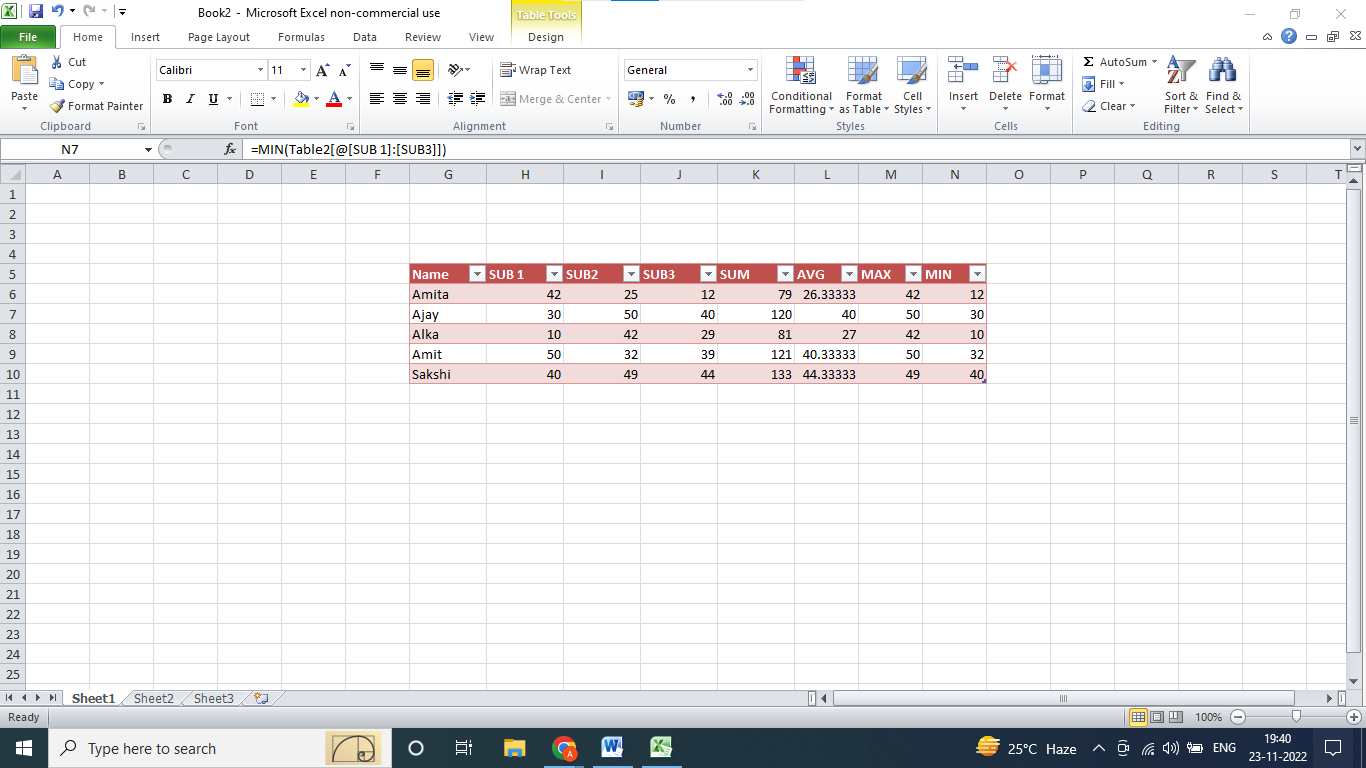
**Add a row or column**

1. Click where you want in your table to add a row or column and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon).
2. To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.

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

On the Home tab, in the Cells group, click Format. Do one of the following: Under Visibility, click Hide & Unhide, and then click Unhide Rows or Unhide Columns.

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

****