**Assignment-7**

1. Using Insert Function, give examples of any function available in the different

Ans. dropdowns present in the function library. For example, AutoSum, Recently Used, Text, Date & Time, etc.

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

Ans: Pressing CTRL+SPACEBAR once selects the table column data; pressing CTRL+SPACEBAR twice selects the entire table column. Click the left border of the table row. The following selection arrow appears to indicate that clicking selects the row.

1. What is AutoFit and why do we use it?

Ans. AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

1. How can you insert new rows and columns into the existing table?
2. Ans. 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).
3. To add rows, click Insert Above or Insert Below and to add columns, click Insert Left or Insert Right.
4. How do you hide and unhide columns in excel?

Ans. Go to the Home tab > Cells group, and click the Format button. Under Visibility, point to Hide & Unhide, and then select Hide Rows.

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

Ans.

