

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.
2. What are the different ways you can select columns and rows?
3. What is AutoFit and why do we use it?
4. How can you insert new rows and columns into the existing table?
5. How do you hide and unhide columns in excel?
6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.