**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.**

**Ans:**

1. AutoSum: This function is used to quickly sum a range of cells in Excel. To use this function, select the cell where you want the sum to appear, click on the "AutoSum" dropdown in the "Formulas" tab, and select "Sum."
2. Recently Used: This dropdown shows the functions that you have recently used, making it easy to access them quickly.
   * Text: This dropdown contains functions that are used to manipulate text in Excel.
   * Date & Time: This dropdown contains functions that are used to work with dates and times in Excel.
   * Financial: This dropdown contains functions that are used for financial calculations in Excel.
   * Logical: This dropdown contains functions that are used to evaluate logical expressions in Excel.
   * Math & Trig: This dropdown contains functions that are used for mathematical and trigonometric calculations in Excel.
   * Lookup & Reference: This dropdown contains functions that are used to look up values in a table or range in Excel.

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

**Ans:**

* **Select Entire Rows in a Worksheet** -

1. Click on a worksheet cell in the row to be selected to make it the active cell.
2. Press and hold the Shift key on the keyboard.
3. Press and release the Spacebar key on the keyboard.
4. Release the Shift key.
5. All cells in the selected row are highlighted; including the row header.

* **Select Entire Columns in a Worksheet** -

1. Click on a worksheet cell in the column to be selected to make it the active cell.
2. Press and hold the Ctrl key on the keyboard.
3. Press and release the Spacebar key on the keyboard.
4. Release the Ctrl key.
5. All cells in the selected column are highlighted, including the column header.

* **Select All Cells in a Worksheet**-

1. Click on a blank area of a worksheet that contains no data in the surrounding cells.
2. Press and hold the Ctrl key on the keyboard.
3. Press and release the letter A key on the keyboard.
4. Release the Ctrl key.

* **Select Non-Adjacent Cells** -

1. Click the first cell or cell range.
2. Hold down the Ctrl key and select any non-adjacent cells or cell ranges.

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

**Ans:**

**AutoFit** is a feature in Microsoft Excel that automatically adjusts the width or height of a cell. Below are the steps on how to utilize this feature. Unlike column width, Microsoft Excel changes the row height automatically based on the height of the text you type in a cell, therefore you won't really need to auto fit rows as often as columns. However, when exporting or copying data from another source, row heights may not auto adjust, and in these situations the AutoFit Row Height opting comes in helpful.

1. Select the rows or columns you want to AutoFit, or if you want to AutoFit all rows and columns, click the top-left box to select everything.
2. In the Microsoft Excel Ribbon, click the Home tab if not already selected.
3. In the Cells section, click the Format option.
4. Select AutoFit Row Height or AutoFit Column width.

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

**Ans:**

1. Select a cell in the table row or column next to where you want to add the row or column.
2. Click the Insert list arrow on the Home tab.
3. Select an insert table option.
4. Insert Table Rows Above: Inserts a new row above the select cell.
5. Insert Table Columns to the Left: Inserts a new column to the left of the selected cell.

**Shortcut** : Right-click a row or column next to where you want to add data, point to Insert in the menu, and select an insertion option

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

**Ans:**

* one of the methods to hide the columns or rows.

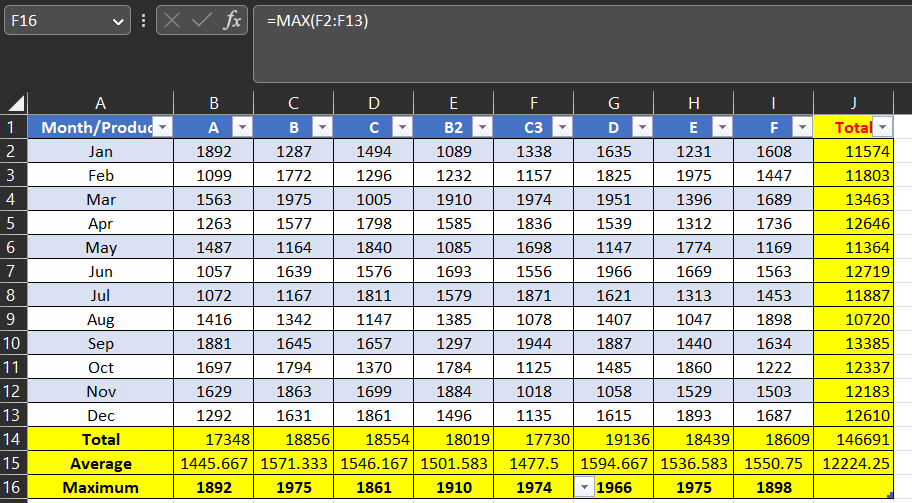
1. Right-click the selected column or row you want to hide and choose Hide.
2. Use the shortcut Ctrl + 9 to hide rows and Ctrl + 0 to hide columns.
3. Click the Home tab and in the Cells group, click Format > Hide and Unhide and pick either Hide Rows or Hide Columns. The column or row will be hidden and you'll see a thin double line indicating where the hidden column or row resides.

* To unhide columns or rows:

1. Right-click the thin double line indicating a hidden row or column and select Unhide.
2. Select the two surrounding columns or rows. On the Home tab in the Cells group, click Format > Hide and Unhide and choose either Unhide Rows or Unhide Columns.
3. To unhide all columns or all rows in your spreadsheet, select all using the keyboard shortcut Control + A (Command + A on Mac), right-click, and pick Unhide. Keep in mind that while you can hide or unhide either multiple columns or multiple rows at the same time, you can't hide or unhide both columns and rows simultaneously.

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

**Ans:**

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