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

AutoSum, Recently Used, Text, Date & Time, sum average ,if , max, min etc.

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

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.

For selecting particular column or row press ctrl + shift +

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

AutoFit is a feature in Excel that allows us 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. We can also autofit multiple rows at once.

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

Click on home > cells > click Insert to add columns/Rows, CTRL + and CTRL – is also used as shortcut for adding or deleting new row or columns .

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.

