

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: - AutoSum: SUM, AVERAGE, COUNT, MAX, MIN, etc.

Recently Used: This dropdown shows the functions that you have recently used. The functions in this dropdown can vary depending on your usage.

Text: CONCATENATE, LEFT, MID, RIGHT, PROPER, LOWER, UPPER, SUBSTITUTE, etc.

Date & Time: DATE, DAY, MONTH, YEAR, HOUR, MINUTE, SECOND, NOW, TODAY, etc.

Logical: IF, AND, OR, NOT, XOR, etc.

Lookup & Reference: VLOOKUP, HLOOKUP, INDEX, MATCH, OFFSET, etc.

Math & Trig: ABS, ROUND, SUMIF, SUMIFS, COUNTIF, COUNTIFS, LOG, EXP, etc.

More Functions: This dropdown provides access to many additional functions that are not listed in the other dropdowns. Examples include CHOOSE, RANK, PERCENTILE, PERCENTRANK, etc.

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

ANS:- In Excel, there are multiple ways to select columns and rows. Here are some of the most common methods:

- i. Using the Mouse: You can select a column by clicking on the column header, which is the letter at the top of the column. To select multiple columns, click and drag across the column headers. To select a row, click on the row number on the left-hand side of the row. To select multiple rows, click and drag across the row numbers.
- ii. Using Keyboard Shortcuts: You can use keyboard shortcuts to select columns and rows quickly. To select an entire column, press Ctrl + Spacebar. To select an entire row, press Shift + Spacebar. To select multiple columns or rows, hold down the Shift key while using the arrow keys to move to the desired range.
- iii. Using the Name Box: You can select a column or row using the Name Box. Click on the Name Box, which is located to the left of the formula bar, and type in the column letter or row number you want to select. Then press Enter.
- iv. Using the Ribbon: You can also use the Ribbon to select columns and rows. Click on the Home tab, and then click on the Format dropdown. From there, you can select options to adjust the width of columns or the height of rows, or to insert or delete rows and columns.
- v. Using VBA Code: You can use VBA code to select columns and rows programmatically. For example, you can use the Range object and the Select method to select a specific range of cells.

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

ANS:- AutoFit is a feature in Microsoft Excel that adjusts the width of columns or the height of rows automatically to fit the contents within them. It is useful when you have a column or row that contains text or numbers that are too wide or too long to be displayed entirely in the cell.

AutoFit can be applied to a single column or row, or to multiple columns or rows at the same time. To use AutoFit, you simply need to select the column or row that you want to adjust, and then double-click on the boundary between the column or row and the adjacent one. Alternatively, you can select the column or row and then click on the Home tab, and then click on the Format dropdown, and select "AutoFit Column Width" or "AutoFit Row Height" respectively.

The benefit of using AutoFit is that it ensures that all the contents within a cell are fully visible and can be read without the need to scroll horizontally or vertically. It can also improve the appearance of your worksheet and make it easier to read and understand.

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

ANS:- In Microsoft Excel, you can insert new rows and columns into an existing table using the following steps:

Inserting a New Row:

- i. Select the entire row below where you want to insert a new row. Alternatively, you can click on the row number to select the entire row.
- ii. Right-click on the selected row and choose "Insert" from the drop-down menu. Alternatively, you can go to the Home tab, click on the Insert dropdown, and choose "Insert Sheet Rows".
- iii. A new row will be inserted above the selected row.

Inserting a New Column:

- i. Select the entire column to the right of where you want to insert a new column. Alternatively, you can click on the column letter to select the entire column.
- ii. Right-click on the selected column and choose "Insert" from the drop-down menu. Alternatively, you can go to the Home tab, click on the Insert dropdown, and choose "Insert Sheet Columns".
- iii. A new column will be inserted to the left of the selected column.

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

ANS:- In Microsoft Excel, you can hide and unhide columns using the following steps:

Hiding a Column:

Select the column or columns that you want to hide. You can do this by clicking on the column letter at the top of the column.

Right-click on the selected column and choose "Hide" from the drop-down menu. Alternatively, you can go to the Home tab, click on the Format dropdown, and choose "Hide & Unhide" > "Hide Columns".

The selected column or columns will be hidden from view.

Unhiding a Column:

Select the adjacent columns to the hidden column or columns. For example, if column D is hidden, you should select columns C and E.

Right-click on one of the selected columns and choose "Unhide" from the drop-down menu. Alternatively, you can go to the Home tab, click on the Format dropdown, and choose "Hide & Unhide" > "Unhide Columns".

The hidden column or columns will be unhidden and restored to their original location.