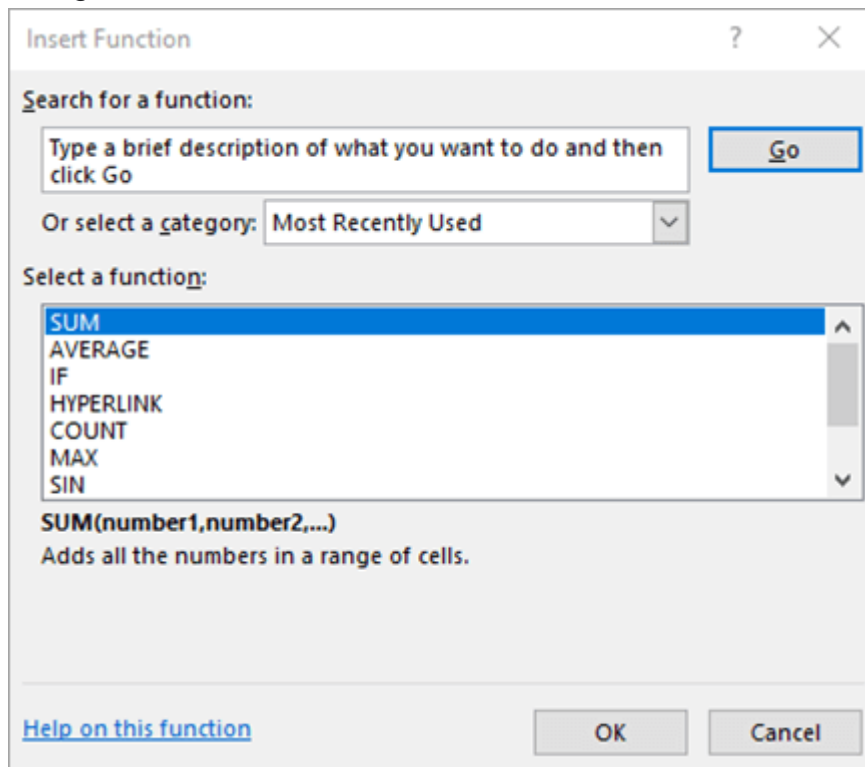


1. Using Insert Function, give examples of any function available in the different dropdowns present in the function library. For example AutoSum, Recently Used, Text, Date & Time, etc.

Use the Insert Function dialog box to help you insert the correct formula and arguments for your needs. (To view the Insert Function dialog box, click. Search for a function

There are several ways you can insert your functions:

- Formulas tab, Insert Function.
- Pressing (Shift + F3)
- Clicking the Insert Function button "fx".
- Typing an equal sign directly into a cell. This method does not display the "Insert Function" dialog box.
- Using the Name Box on the left of the formula bar.



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

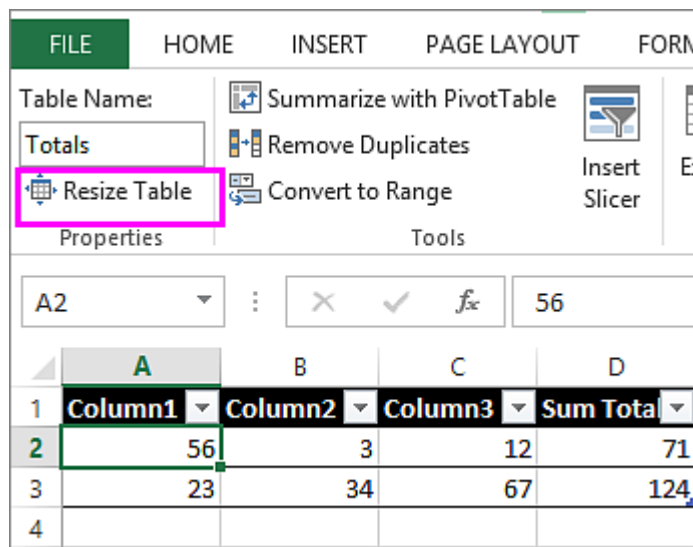
- Press F5 to display the Go To dialog box.
- Enter the address of the cell or cells that you want to unhide, such as A1 if you want to unhide a single row or column, D1:G1 if you want to unhide several columns, or A5:A10 if you want to unhide several rows, and then click OK

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

Excel's 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

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

To insert a row, pick a cell or row that's not the header row, and right-click. To insert a column, pick any cell in the table and right-click. Point to Insert, and pick Table Rows Above to insert a new row, or Table Columns to the Left to insert a new column.



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

Select the Home tab from the toolbar at the top of the screen. Select Cells > Format > Hide & Unhide > Unhide Columns. Now column A should be unhidden in your Excel spreadsheet