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.**

In Excel's Insert Function dialog box, you can access various function categories. For example:

AutoSum

Recently Used

Financial

Date & Time

Text

Logical

Lookup & Reference

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

You can select columns in Excel by clicking on their headers, using keyboard shortcuts (e.g., Ctrl + Spacebar), or clicking and dragging to select multiple columns. To select rows, click on their row numbers, use keyboard shortcuts (e.g., Shift + Spacebar), or click and drag.

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

AutoFit is a feature in Microsoft Excel that automatically adjusts the width of a column or the height of a row to fit the content within it. It is used to ensure that the cell contents are fully visible without any text getting cut off or unnecessary white space.

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

To insert new rows into an existing table in Microsoft Excel, right-click on the row below where you want to insert and choose "Insert" from the context menu. To insert new columns, right-click on the column header to the right of where you want to insert and select "Insert" from the context menu.

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

To hide columns in Excel, select the column(s), right-click, and choose "Hide." To unhide columns, select the adjacent columns on both sides of the hidden columns, right-click, and choose "Unhide."