1. 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. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

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

AutoFit is a feature in Excel that allows you 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. You can autofit multiple rows at once.

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

Click in a cell above or below where you want to add a row. Under Table Tools, on the Layout tab, do one of the following: To add a row above the cell, click Insert Above in the Rows and Columns group. To add a row below the cell, click Insert Below in the Rows and Columns group.

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

Go to the Home tab > Cells group, and click Format > Hide & Unhide > Unhide columns