Q1. 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: In our example below, we'll use a function to calculate the **number of business days** it took to receive items after they were ordered. In our example, we'll use the dates in columns B and C to calculate the delivery time in column D.

1) Select the cell that will contain the function. In our example, we'll select cell D3.

2) Click the Formulas tab on the Ribbon to access the Function Library.

3) From the Function Library group, select the desired function category. In our example, we'll choose Date & Time.

4) Select the desired function from the drop-down menu. In our example, we'll select the NETWORKDAYS function to count the number of business days between the ordered date and received date.

5) The Function Arguments dialog box will appear. From here, you'll be able to enter or select the cells that will make up the arguments in the function. In our example, we'll enter B3 in the Start_date**:** field and **C3** in the End_date**:** field.

6) When you're satisfied with the arguments, click OK.

7) The function will be calculated**,** and the result will appear in the cell. In our example, the result shows that it took four business days to receive the order.

Q2. What are the different ways you can select columns and rows?

Ans:

To select	Do this
A table column with or without table headers	Click the top edge of the column header or the column in the table. The following selection arrow appears to indicate that clicking selects the column. You can also click anywhere in the table column, and then press CTRL+SPACEBAR, or you can click the first cell in the table column, and then press CTRL+SHIFT+DOWN ARROW.
A table row	Click the left border of the table row. The following selection arrow appears to indicate that clicking selects the row. You can click the first cell in the table row, and then press CTRL+SHIFT+RIGHT ARROW.
All table rows and columns	Click the upper-left corner of the table. The following selection arrow appears to indicate that clicking selects the table data in the entire table. Click the upper-left corner of the table twice to select the entire table, including the table headers. You can also click anywhere in the table, and then press CTRL+A to select the table data in the entire table, or you can click the top-left most cell in the table, and then press CTRL+SHIFT+END. Press CTRL+A twice to select the entire table, including the table headers.

Q3. What is AutoFit and why do we use it?

Ans: 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).

Also, AutoFit means that you don't have to manually specify the column width or row height (or manually drag and adjust the column width). It's Auto- i.e., it will figure out itself how much it should expand/contract to fit the current cell content.

- **AutoFit Column Width:** This feature automatically adjusts the column width to fit the text in the cell. You can fit text for multiple columns at once (as we will see later in examples).

- **Autofit Row Height:** This feature automatically adjusts the row height to fit the text in the cell. You can autofit multiple rows at once.

In most cases, you would notice that Excel automatically adjusts the row height when you enter more than one line in the same cell. In those cases, you won't need to do any row height adjustment.

But sometimes, you may get a dataset from someone or as a download, where row height has already been fixed and needs adjustment. You can use the 'AutoFit Row Height' feature in that case.

Q4. How can you insert new rows and columns into the existing table?

Ans: Steps to insert new rows and columns into the existing table:

a. Select a cell in the table row or column next to where you want to add the row or column.

b. Click the Insert list arrow on the Home tab.

c. Select an insert table option.
Insert Table Rows Above**:** Inserts a new row above the select cell.
Insert Table Columns to the Left**:** Inserts a new column to the left of the selected cell.

d. Right-click a row or column next to where you want to add data, point to Insert in the menu, and select an insertion option.

Q5. How do you hide and unhide columns in excel?

Ans: Steps to hide columns:

- Right-click the selected column you want to hide and choose Hide. (This method will not work if you've typed in the column.)
- Use the shortcut Ctrl + 0 to hide columns.
- Click the Home tab and in the Cells group, click Format > Hide and Unhide and pick Hide Columns.

Steps to unhide columns:

- Right-click the thin double line indicating a hidden column and select Unhide.

- Select the two surrounding columns. On the Home tab in the Cells group, click Format > Hide and Unhide and choose Unhide Columns.
- To unhide all columns in your spreadsheet, select all using the keyboard shortcut Control + A (Command + A on Mac), right-click, and pick Unhide.