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 : The various function present under the function library ribbon control is AutoSum, Recently Used, Date & Time, Logical, Text, Financial etc are as follow:

1. SUM – Return the sum of the number in the range.
2. AVERAGE – Return the average of the numbers in the range.
3. MIN – Return the minimum number in the range.
4. MAX – Return the maximum number in the range.
5. COUNT –Count the total number of cells containing numerical data.
6. SUMIF – Return the sum based on the condition.
7. CONCAT – Joins two or more text.
8. DATE – Returns date using year, month and day inputs.
9. TIME – Returns time using hour, mintues and seconds inputs.
10. NOW – Returns current date and time.
11. VLOOKUP & HLOOKUP – Compare the values from left most column or top most rows and returns the corresponding values from the specified column or row.
12. What are the different ways you can select columns and rows?

Ans : There are different ways to select data in columns or rows:

* + By referencing i.e., by type in the name box the ranges which want to be selected.
  + By selecting the entire table by click and drag option.
  + By using the key like Ctrl + Shift + left and

Ctrl + Shift + down to select the entire data.

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

Ans : AutoFit option is use to automatically adjust the width or height the cells by using the autofit feature from the format option from the cell ribbon control found in the Home ribbon or,

it can either be done by double clicking on the boundary between the two rows headings or columns headings.

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

Ans : Insert rows/columns options are present in cell ribbon control of the Home ribbon, alternatively we can use shortcut key as well for this purpose also i.e., Ctrl + Shift + +.

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

Ans :

* Hide and Unhide options are available in the format option of the cell ribbon control of the Home ribbon tab. We can also use shortcut key i.e., Ctrl + 9 for hide rows and Ctrl + 0 for hide the columns
* For unhide rows Ctrl + Shift + and for unhide the column Ctrl + Shift + .

1. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

Ans : Click here [Excel Table](https://github.com/rakesh9437/Advance-Excel-Assignments/blob/main/Advance_Excel_07.xlsx)