**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.**

The "Insert Function" feature in Excel allows you to quickly insert functions into a worksheet by selecting from a list of commonly used functions, or by searching for a specific function. Here are some examples of functions that can be found in the different dropdowns present in the function library:

AutoSum: This dropdown includes functions for quickly summing a range of cells, such as SUM, AVERAGE, COUNT, and MAX.

Recently Used: This dropdown includes the most recently used functions in the current workbook.

Text: This dropdown includes functions for manipulating text, such as CONCATENATE, LEN, LEFT, RIGHT, and UPPER.

Date & Time: This dropdown includes functions for working with dates and times, such as NOW, DAY, MONTH, YEAR, and DATEDIF.

Logical: This dropdown includes functions for logical operations such as IF, AND, OR, NOT, and TRUE.

Lookup & Reference: This dropdown includes functions for looking up and referencing data, such as VLOOKUP, HLOOKUP, INDEX, MATCH, and ADDRESS.

Financial: This dropdown includes functions for financial calculations such as PV, FV, PMT, RATE, NPER.

Information: This dropdown includes functions for getting information about a cell or a worksheet such as ISBLANK, ISNUMBER, ISTEXT, ISERROR.

Engineering: This dropdown includes functions for engineering calculations such as BESSELI, BESSELJ, BESSELK, BESSELY, and BIN2DEC.

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

In Excel, there are several different ways to select columns and rows:

Click and drag: You can click and drag your mouse cursor to select a range of cells, columns, or rows. To select an entire column, click on the column letter at the top of the worksheet. To select an entire row, click on the row number at the left of the worksheet.

Shift + Click: You can hold down the Shift key and click on the first and last cells of the range you want to select. This will select the entire range of cells, columns, or rows between the two points.

Ctrl + Click: You can hold down the Ctrl key and click on non-adjacent cells, columns, or rows to select them individually.

Ctrl + A: You can use the keyboard shortcut Ctrl + A to select all cells in the worksheet.

Right-click and select "Select" : You can right-click on a cell, column, or row and select "Select" from the context menu to select it. You can also select "Select Column" or "Select Row"

Using the Name Box: You can select a range of cells, columns, or rows by entering the range's address in the Name Box and then press Enter.

Using the keyboard arrow keys: You can use the keyboard arrow keys to move the active cell, and while holding down the Shift key, move it to select a range of cells, columns, or rows.

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

AutoFit is a feature in Excel that automatically adjusts the width or height of a column or row to fit the contents of the cells in that column or row. This is useful when the contents of a cell are too wide or too tall for the current column or row width/height, and it improves the readability and appearance of the worksheet.

We use it for a few reasons:

To adjust the width of a column to fit the longest text in a cell.

To adjust the height of a row to fit the text in a cell, so that it can be fully visible.

To adjust the width and height of multiple columns and rows at once.

To adjust column width or row height to match the size of the text in the cells.

To maintain the best formatting and appearance of the worksheet

You can use the AutoFit feature to adjust the width or height of a column or row by:

Double-clicking the right edge of a column header or the bottom edge of a row header.

Selecting the column or row and then right-clicking and selecting "AutoFit Column Width" or "AutoFit Row Height" from the context menu.

Using the keyboard shortcut ALT + H + O + I to "AutoFit Column Width" and ALT + H + O + A for "AutoFit Row Height"

It's important to note that Autofit does not make the column or row width/height larger than the default width/height. Also, it is not recommended to use Autofit on columns or rows that contain large numbers of empty cells.

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

In Excel, you can insert new rows or columns into an existing table in several ways:

Right-clicking on the row or column header and selecting "Insert" from the context menu. This will insert a new row above or a new column to the left of the selected row or column.

Using the "Insert" tab on the ribbon, you can select "Table Rows Above" or "Table Columns to the Left" to insert new rows or columns, respectively.

You can also use the keyboard shortcuts "Ctrl + +" (Ctrl and the plus sign) to insert a new row above the selected cell or "Ctrl + Shift + +" (Ctrl, Shift and the plus sign) to insert a new column to the left of the selected cell.

It's worth noting that if you are working with a table that already has data, when you insert a new row, it will be added above the selected row and will be empty, and when you insert a new column it will be added to the left of the selected column and will be empty.

Also, you can select multiple rows or columns, right-click and select "Insert" to insert multiple rows or columns at once.

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

In Excel, you can hide and unhide columns in several ways:

Right-clicking on the column header and selecting "Hide" from the context menu. This will hide the selected column(s) from view. To unhide the column(s), right-click on any column header, select "Unhide," and then select the column(s) you want to unhide.

Using the "Home" tab on the ribbon, you can select the column(s) you want to hide, then click on the "Format" button in the "Cells" group and select "Hide & Unhide" and then select "Hide Columns" to hide the selected column(s). To unhide the column(s), select "Unhide Columns" instead.

You can also use the keyboard shortcut "Ctrl + 0" (Ctrl and the zero key) to hide the selected column(s) and "Ctrl + Shift + 0" (Ctrl, Shift, and the zero key) to unhide any hidden columns.

It's worth noting that when you hide a column, all the data and formulas in that column are still present but not visible, so you can unhide it later and the data will be still there.

Also, you can select multiple columns, right-click and select "Hide" to hide multiple columns at once, and similarly, you can select multiple hidden columns, right-click and select "Unhide" to unhide multiple columns at once.