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.

Recently Used:

Suppose you frequently use the SUM function. When you open the "Insert Function" dialog, you might find "SUM" in the "Recently Used" category.

AutoSum:

The AutoSum dropdown contains basic mathematical functions like SUM, AVERAGE, COUNT, etc.

Example: Click on AutoSum, and choose "SUM" to quickly sum a range of cells.

Text:

Contains functions for working with text data.

Example: The "CONCATENATE" function combines multiple text strings into one.

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

Click and Drag:

Click on the letter of the column header (e.g., "A" or "B"), and drag across to select multiple columns.

Ctrl + Spacebar:

Press and hold the "Ctrl" key and then press the "Spacebar" key to select the entire column of the active cell.

Shift + Arrow Keys:

Select a single cell in the column, then hold down the "Shift" key and press the right or left arrow key to extend the selection to adjacent columns.

Ctrl + Click:

Hold down the "Ctrl" key and click on the column letters to select non-adjacent columns.

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

AutoFit is a feature in Microsoft Excel that allows you to automatically adjust the width or height of a column or row to fit the contents within them. This can be particularly useful when you have data in cells that may be wider or taller than the default column or row size.

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

Select the Row Below Where You Want to Insert:

Click on the row number below which you want to insert a new row. This is the row that will be shifted downward to make room for the new row.

Insert from Ribbon:

Go to the "Home" tab on the ribbon.

In the "Cells" group, click on the "Insert" dropdown.

Choose "Insert Sheet Rows."

Right-Click and Insert:

Alternatively, you can right-click on the selected row number, and from the context menu, choose "Insert."

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

Hide Columns

Select Columns:

Click on the column letter at the top of the column or drag to select multiple columns.

Right-Click and Choose "Hide":

Right-click on the selected columns, and from the context menu, choose "Hide."

Hide from Ribbon:

With the columns selected, go to the "Home" tab on the ribbon.

In the "Cells" group, click on the "Format" dropdown.

Choose "Hide & Unhide," and then select "Hide Columns."

Unhide Columns:

Select Adjacent Columns:

Click on the column letters on either side of the hidden columns

Right-Click and Choose "Unhide":

Right-click on the selected columns, and from the context menu, choose "Unhide."

Unhide from Ribbon:

With adjacent columns selected, go to the "Home" tab on the ribbon.

In the "Cells" group, click on the "Format" dropdown.

Choose "Hide & Unhide," and then select "Unhide Columns."

1. Create an appropriate table within the worksheet and use different

functions available in the AutoSum command.

Use AutoSum and Different Functions

Total Quantity:

Click on the cell where you want the total quantity to appear (e.g., below the "Quantity" column).

Click on the AutoSum button (Σ) in the Editing group on the Home tab. Excel will automatically select the adjacent cells and display the SUM function. Press Enter to apply.

Total Price:

Click on the cell where you want the total price to appear (e.g., below the "Price" column).

Click on the AutoSum button, and Excel will select the adjacent cells, displaying the SUM function. Press Enter to apply.

Average Price:

Click on the cell where you want the average price to appear.

Click on the AutoSum button, and Excel will select the adjacent cells, displaying the AVERAGE function. Press Enter to apply.