# 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. Here are some other dropdowns that you can find in the Excel Function Library:

- Financial
- Logical
- Lookup & Reference
- Math & Trigonometry
- Statistical
- Engineering

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

There are many ways to select columns and rows in Excel. Here are some of the most common methods:

- Clicking and dragging: This is the most basic way to select columns and rows. Click on the column header or row number that you want to select, and then drag the mouse to select the desired range.
- Using keyboard shortcuts: There are several keyboard shortcuts that you can use to select columns and rows. For example, to select the entire column, you can press Ctrl+Spacebar. To select the entire row, you can press Shift+Spacebar.
- Using the mouse wheel: You can also use the mouse wheel to select columns and rows. To select a column, roll the mouse wheel up or down while the cursor is over the column header. To select a row, roll the mouse wheel left or right while the cursor is over the row number.
- Using the Select dialog box: You can also use the Select dialog box to select columns and rows. To open the Select dialog box, click on the Home tab, and then click on the Select button. In the Select dialog box, you can specify the range of cells that you want to select.

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

Ans. AutoFit is a feature in Excel that automatically adjusts the width of columns and the height of rows to fit the content. This can be helpful for making sure that your data is easy to read and that your worksheets are visually appealing.

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

Ans. We can insert new rows and columns into the existing table by using the insert tab or by using right click menu.

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

Ans: Using the Home tab:

- Click on the Home tab on the Ribbon.
- In the Cells group, click on the Format button.

- In the Format menu, click on Hide & Unhide.
- In the Hide & Unhide dialog box, select the Hide Columns or Unhide Columns option.
- Click on the OK button.

# Q6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

Ans.

