1. **Using Insert Function, give examples of any function available in the different dropdowns present in the function library. For exampleAutoSum, Recently Used, Text, Date & Time, etc.**

**Answer :**

**AutoSum:**

* SUM: Adds up a range of cells.
* AVERAGE: Calculates the average of a range of cells.
* COUNT: Counts the number of cells that contain numbers in a range.
* MAX: Returns the largest value in a range.
* MIN: Returns the smallest value in a range.

**Recently Used:**

* VLOOKUP: Searches for a value in the leftmost column of a table and returns a value in the same row from a specified column.
* IF: Performs a logical test and returns one value if the test evaluates to TRUE and another value if the test evaluates to FALSE.
* CONCATENATE: Joins two or more text strings together.
* TODAY: Returns the current date.
* NOW: Returns the current date and time.

**Text:**

* LEFT: Returns the leftmost characters from a text string.
* RIGHT: Returns the rightmost characters from a text string.
* LEN: Returns the length of a text string.
* UPPER: Converts text to uppercase.
* LOWER: Converts text to lowercase.

**Date & Time:**

* DATE: Returns the serial number of a particular date.
* YEAR: Returns the year of a given date.
* MONTH: Returns the month of a given date.
* DAY: Returns the day of the month of a given date.
* HOUR: Returns the hour of a given time.

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

**Answer:**

There are several ways to select columns and rows in spreadsheet software. The exact methods may vary depending on the software you are using, but here are some common ways to select columns and rows:

**Click and Drag:** Click on the letter of the column or the number of the row and drag your cursor to select multiple columns or rows. This method allows you to select a continuous range of columns or rows.

**Keyboard Shortcuts:** You can use keyboard shortcuts to select columns and rows. For example:

**To select an entire column:** Press Ctrl or Command + Spacebar.

**To select an entire row:** Press Shift + Spacebar.

Column/Row Headers: Click on the column header (letter) to select the entire column or click on the row header (number) to select the entire row.

**Shift + Arrow Keys:** Hold down the Shift key and use the arrow keys to extend your selection in the desired direction. Pressing the right arrow key will select the next column, and pressing the down arrow key will select the next row.

**Range Selection:** You can manually enter the range of columns and rows you want to select in the software's selection input box. For example, you can enter "A1:D10" to select columns A to D and rows 1 to 10.

**Select All:** Press Ctrl or Command + A to select the entire spreadsheet, including all columns and rows.

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

AutoFit is a feature available in spreadsheet software that allows you to automatically adjust the width of a column or the height of a row to fit the contents within it. It ensures that the entire content of a cell is visible without any truncation.

The AutoFit feature is useful in situations where the content of a cell exceeds the visible area, causing it to be partially or fully hidden. By using AutoFit, you can quickly adjust the column width or row height to accommodate the content, making it fully visible and readable.

Here are a few reasons why AutoFit is commonly used:

**Readability:** AutoFit ensures that the entire content of a cell is visible, making it easier to read and comprehend the data in the spreadsheet.

**Professional Appearance:** Adjusting the column width or row height to fit the content gives the spreadsheet a neater and more polished appearance.

**Efficient Space Utilization:** AutoFit helps optimize the use of space in a spreadsheet by ensuring that columns and rows are not wider or taller than necessary to display the content.

**Consistency:** AutoFit can be applied to multiple columns or rows at once, ensuring consistent formatting throughout the spreadsheet.

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

* To insert new rows and columns into an existing table in spreadsheet software, follow these general steps:
* Select the row(s) or column(s) where you want to insert the new row(s) or column(s). You can click and drag to select multiple rows or columns, or use keyboard shortcuts such as holding Shift while pressing the arrow keys.
* Once the desired rows or columns are selected, right-click on the selection. A context menu will appear.
* In the context menu, look for an option such as "Insert" or "Insert Rows" for rows, and "Insert Columns" or "Insert" for columns. Click on the appropriate option.
* The new row(s) or column(s) will be inserted above or to the left of the selected row(s) or column(s), pushing the existing content down or to the right.

Alternatively, some spreadsheet software also provides a toolbar or menu options specifically for inserting rows and columns. Look for icons or menu items such as "Insert" or "Table" and explore the options related to inserting rows and columns.

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

To hide and unhide columns in Excel, follow these steps:

**Hiding Columns:**

* Select the column(s) that you want to hide. You can do this by clicking on the column letter at the top of the spreadsheet. To select multiple columns, hold down the Ctrl key and click on the column letters.
* Right-click on the selected column(s). A context menu will appear.
* In the context menu, click on "Hide" or "Hide Columns". The selected column(s) will be hidden from view.
* Unhiding Columns:

To unhide a single column, click on the column letters on either side of the hidden column.

For example, if column C is hidden, click on column B and column D.

* This will select the columns adjacent to the hidden column.
* Right-click on the selected columns and choose "Unhide" from the context menu. The hidden column will be restored and visible again.
* If multiple columns are hidden and you want to unhide all of them, follow these steps:
* Select the columns on both sides of the hidden columns. For example, if columns B, C, and D are hidden, select columns A and E.
* Right-click on the selected columns and choose "Unhide" from the context menu. All hidden columns between the selected columns will be restored and visible.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |
| 5 | 10 | 15 | 20 |
| 7 | 12 | 18 | 25 |
| 9 | 14 | 21 | 30 |

To use different functions available in the AutoSum command:

**SUM:**

* Select an empty cell where you want the SUM result to appear, e.g., E2.
* Click on the AutoSum button (Σ) in the toolbar.
* Excel will automatically suggest the SUM function based on the adjacent data range. Press Enter to apply the function.
* The SUM of the numbers in the range A1:D1 will be calculated and displayed in cell E1.
* Drag the fill handle of cell E1 downwards to copy the formula and calculate the SUM for the other rows.

**AVERAGE:**

* Select an empty cell where you want the AVERAGE result to appear, e.g., E5.
* Click on the AutoSum button (Σ) in the toolbar.
* From the dropdown menu that appears, choose "Average" instead of "Sum".
* Excel will automatically suggest the AVERAGE function based on the adjacent data range. Press Enter to apply the function.
* The AVERAGE of the numbers in the range A1:D1 will be calculated and displayed in cell E5.
* Drag the fill handle of cell E5 downwards to copy the formula and calculate the AVERAGE for the other rows.

**MAX:**

* Select an empty cell where you want the MAX result to appear, e.g., E8.
* Click on the AutoSum button (Σ) in the toolbar.
* From the dropdown menu that appears, choose "Max" instead of "Sum".
* Excel will automatically suggest the MAX function based on the adjacent data range. Press Enter to apply the function.

The MAX value from the range A1:D1 will be calculated and displayed in cell E8.

Drag the fill handle of cell E8 downwards to copy the formula and calculate the MAX for the other rows.

**MIN:**

* Select an empty cell where you want the MIN result to appear, e.g., E11.
* Click on the AutoSum button (Σ) in the toolbar.
* From the dropdown menu that appears, choose "Min" instead of "Sum".
* Excel will automatically suggest the MIN function based on the adjacent data range. Press Enter to apply the function.
* The MIN value from the range A1:D1 will be calculated and displayed in cell E11.
* Drag the fill handle of cell E11 downwards to copy the formula and calculate the MIN for the other rows.