**Excel Assignment – 7**

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:** Text: The Excel TEXT Function is used to convert numbers to text within a spreadsheet.

**=**Text(‘’11/5/2023”,”MM/DD/YYYY)

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

**Ans:** The different ways you can select columns and rows are as follows:

1. Using Cursor by dragging the mouse till the cell you want to select.
2. Ctrl + A to select the entire columns and rows.
3. Ctrl + click on the cells you want to select.
4. **What is AutoFit and why do we use it?**

**Ans:** AutoFit feature is designed to automatically resize cells in a worksheet to accommodate different sized data without having to manually change the column width and row height.

1. **How can you insert new rows and columns into the existing table?**
2. **Ans:** Click in a cell to the left or right where you want to add columns or rows. Under Table Tools, on the Layout tab, do one of the following:
   * To add a column to the left of the cell, click Insert Left in the Rows and Columns group.
   * To add a column to the right of the cell, click Insert Right in the Rows and Columns group.
3. **How do you hide and unhide columns in excel?**

**Ans:** Home -> Cells group -> Format -> Under visibility -> Hide/ Unhide

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

**Ans:** AutoSum is a special tool in Excel that allows you to quickly calculate the SUM of numbers within a worksheet.