**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.**
   * **AutoSum**: The AutoSum feature in Excel is commonly used to add up a range of cells. For example, you can use SUM(A1:A5) to add values in cells A1 through A5.
   * **Recently Used**: This dropdown shows functions you've used recently, like AVERAGE for calculating the average value of a range.
   * **Text**: Functions in this dropdown manipulate text, such as CONCATENATE or TEXT, where you can format a number as text. For example, TEXT(A1, "0.00%") converts a number to a percentage format.
   * **Date & Time**: This includes functions like TODAY() to return the current date or YEAR(A1) to extract the year from a date in cell A1.
2. **What are the different ways you can select columns and rows?**
   * **Mouse Selection**: Click on the column letter or row number to select the entire column or row.
   * **Shift + Arrow Keys**: After selecting a cell, hold down the Shift key and use the arrow keys to extend the selection to adjacent columns or rows.
   * **Ctrl + Spacebar / Shift + Spacebar**: Use Ctrl + Spacebar to select an entire column and Shift + Spacebar to select an entire row.
   * **Selecting Multiple Columns/Rows**: Click and drag across multiple row numbers or column letters, or hold down Ctrl to select non-adjacent columns or rows.
3. **What is AutoFit, and why do we use it?**  
   **AutoFit** automatically adjusts the column width or row height to fit the contents within. We use AutoFit when the cell contents are too large for the default size, making data easier to read without manually resizing each column or row. It ensures all data within the cell is fully visible.
4. **How can you insert new rows and columns into the existing table?**
   * **Insert Row**: Right-click on a row number, select **Insert**, and a new row will appear above the selected row.
   * **Insert Column**: Right-click on a column letter, select **Insert**, and a new column will appear to the left of the selected column.
   * You can also go to **Home > Insert** and select **Insert Sheet Rows** or **Insert Sheet Columns**.
5. **How do you hide and unhide columns in Excel?**
   * **To Hide**: Right-click on the column letter or row number and select **Hide**. You can also go to **Home > Format > Hide & Unhide > Hide Columns** or **Hide Rows**.
   * **To Unhide**: Select the columns or rows on either side of the hidden ones, right-click, and select **Unhide**. Alternatively, go to **Home > Format > Hide & Unhide > Unhide Columns** or **Unhide Rows**.
6. **Create an appropriate table within the worksheet and use different functions available in the AutoSum command.**  
   To create a table and apply AutoSum functions:
   * Select your data range and go to **Insert > Table** to format the range as a table.
   * In a new row, use functions like SUM, AVERAGE, COUNT, and MIN/MAX (all available in the **AutoSum** dropdown) to calculate totals, averages, counts, or identify the minimum and maximum values in columns.