

- Some examples of function are mentioned below:
 SUM: Adds up a range of numbers.
 AVERAGE: Calculates the average of a range of numbers.
 COUNT: Counts the number of cells that contain numbers in a range.
 TEXT: Converts a value to text with a specific format.
 IF: Returns one value if a condition is true and another value if it's false.
 VLOOKUP: Searches for a value in a table and returns a corresponding value from another column.
 CONCATENATE: Combines text from multiple cells into one cell.
 NOW: Returns the current date and time.
- Some of the different ways through which we can select rows and columns are mentioned below:
 - Click on Column Header: Click on the lettered column header (A, B, C, etc.) to select the entire column.
 - Ctrl + Space: Place the cursor within a cell in a column and press Ctrl + Space. This selects the entire column containing the active cell.
 - Click and Drag: Click on the lettered column header, drag the cursor to select multiple columns, and release the mouse button.
 - Shift + Click: Click on one column header, then hold down the Shift key and click on another column header to select a range of columns.
- AutoFit is a feature in Microsoft Excel that automatically adjusts the width or height of a column or row to fit the content within it. We use it when the content in the cell overflows and that is why it is preferred to use AutoFit.
- We can insert rows and columns in an existing worksheet by right-clicking the cell and then insert either row or column.
- We can hide the columns by navigating to Home ribbon and then navigate to cells group, then click on format and then in the visibility section we can view the hide and unhide option. The shortcut for unhiding the cell we can use ctrl + shift + 9.

Total Sales of Each Vendor	
Name	Sales
AB	12
BC	23
CD	34
DE	45
EF	56
FG	67
GH	78
AB	89
BC	100
CD	111
DE	122
EF	133
FG	144
GH	155
AB	12
BC	23
CD	34
DE	45
Sum	1283
Average	71.27777778
Max	155
Min	12

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