Que 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 1. Insert Function dialog box to help you insert the correct formula and arguments for your needs

In **AUTO SUM** we have different functions like SUM , MIN ,COUNT,AVERAGE ETC.

In **RECENTLY USED** - CONCAT, IF, RIGHT, MID, LEFT, ETC.

In **LOGICAL** – AND, OR, FALSE, TRUE, NOT

In **DATE & TIME** – DATE, DAY, HOURS, MONTH, TODAY ETC.

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

Ans 2. CTRL+A, Or CTRL+SHIFT+DOWN ARROW Or click on any cell in the column and then press Ctrl + Space. Select the row number to select the entire row. Or click on any cell in the row and then press Shift + Space. To select non-adjacent rows or columns, hold Ctrl and select the row or column numbers.

3. What is AutoFit and why do we use it?

Using Excel's AutoFit feature you can automatically change the width of columns and the height of rows in a worksheet to accommodate different sized text without having to manually change the width and height values. A real time saver, the AutoFit feature can also make data in your worksheet easier to access and read.

Que 4. How can you insert new rows and columns into the existing table?
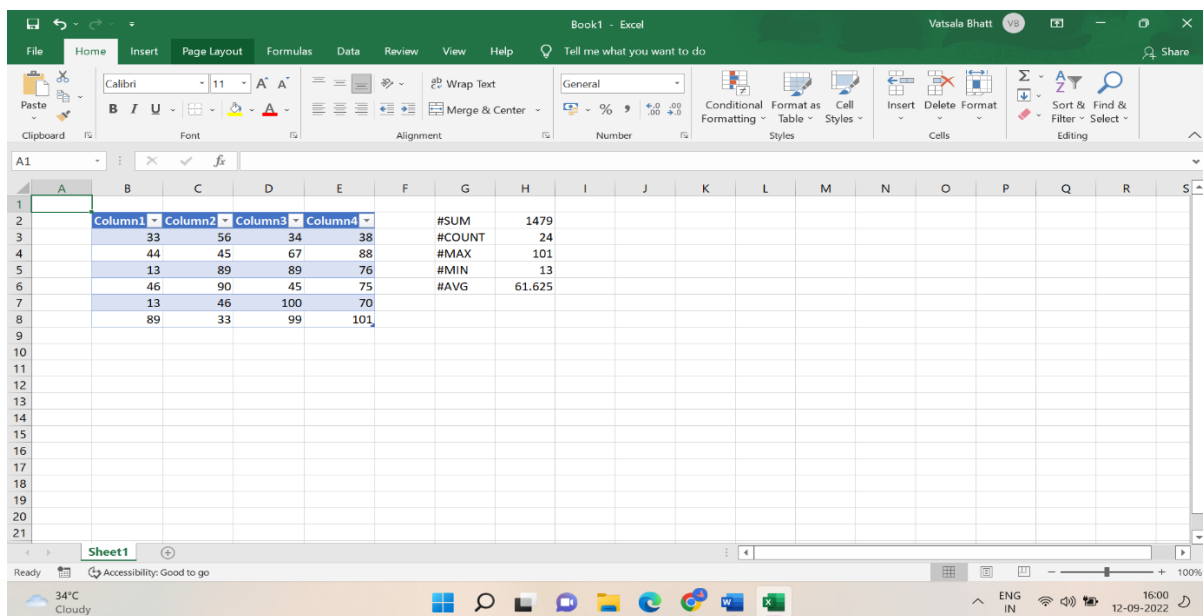
Ans 4 To insert a column, pick any cell in the table and right-click. Then click on Insert, and then click **Table Rows Above** to insert a new row, or **Table Columns to the Left** to insert a new column.

5. How do you hide and unhide columns in excel?

Select the column or columns which you want to hide with the help of ctrl + click and the right click and press hide to unhide the column same process will follow but in end you have to click on unhide.

Que 6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.

Ans 6.