SNS COLLEGE OF TECHNOLOGY

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COIMBATORE-641 035, TAMIL NADU

19MEE308 - EXCEL FOR BUSINESS – ESSENTIALS

Unit 2: Excel Tables

Puzzle: *Column & Row Shuffle*

Clues:

1. This adjusts automatically to fit the content in a column.
2. A method to hide unused rows temporarily.
3. The feature that allows quick data entry by copying a pattern.
4. The term for the intersection of a row and a column.
5. The keyboard shortcut to insert a new column.

Solution:

1. Autofit
2. Hiding/Unhiding Rows
3. AutoFill
4. Cell
5. Ctrl + Shift + "+"