Advance Excel Assignment 3

1. How and when to use the AutoSum command in excel?

A. AutoSum function is used when we want to automatically calculate the sum of an entire row or column hassle free without much labour. This is done when entire row or column sum has to be calculated and the data is humongous in nature.

When we want to calculate it for the entire column we select the cell just after the cell where the column data ends and for calculating the sum of an entire row we select the cell just adjacent to the cell where the data ends. Then we simply select the AutoSum function and thus the sum is calculated.

2. What is the shortcut key to perform AutoSum?

A. Alt + =

3. How do you get rid of Formula that omits adjacent cells?

A. For each individual cell we follow :

Select the cell > click on formula tab in menu bar > click on ERROR CHECKING option > (a dialogue box appears) click on IGNORE ERROR.

For whole workbook we follow:

Click on FILE option in menu bar > click on OPTIONS > click on FORMULA when a pop up window appears > (under ERROR CHECKING RULES SECTION) uncheck the option FORMULAS WHICH OMITS THE CELLS IN A REGION.

4. How do you select non-adjacent cells in Excel 2016?

A. press CTRL and select the desired cells.

5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

A. It opens up a pop up box of adjusting the column width from where we can set the width of the column in terms of numeric value units.

6. If you right-click on a row reference number and click on Insert, where will the row be added?

A. The row will be added above the current selected row reference number.