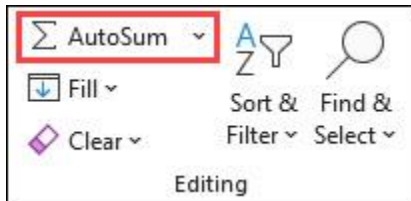# Advance Excel Assignment 3

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

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done.

When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click AutoSum. A formula appears in cell B7, and Excel highlights the cells you're totaling.

	A	B	C	D
1		Jan	Feb	
2	**Entertainment**			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.

B7				fx	=SUM(B3:B6)		

	A	B	C	D
1		Jan	Feb	
2	**Entertainment**			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	95.95		
8				

Notes:

- To sum a column of numbers, select the cell immediately below the last number in the column. To sum a row of numbers, select the cell immediately to the right.
- AutoSum is in two locations: Home > AutoSum, and Formulas > AutoSum.
- Once you create a formula, you can copy it to other cells instead of typing it over and over. For example, if you copy the formula in cell B7 to cell C7, the formula in C7 automatically adjusts to the new location, and calculates the numbers in C3:C6.
- You can also use AutoSum on more than one cell at a time. For example, you could highlight both cell B7 and C7, click AutoSum, and total both columns at the same time.
- You can also sum numbers by creating a simple formula.

2. What is the shortcut key to perform AutoSum?

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt + =.

Steps

1. Open your Excel spreadsheet and select the cell where you want the sum to appear.
2. Press the Alt key and the = (equals sign) key on your keyboard simultaneously.
3. This will add the SUM function to the selected cell, and automatically select the adjacent cells to use in the sum function.
4. Then press Enter to display the total.
5. Alternatively, you can select the values you want to add by clicking and dragging your mouse.
6. Then use the same keyboard shortcut (Alt + =) to display the sum in the cell directly below your selection.

3. How do you get rid of Formula that omits adjacent cells?
- The error *formula omits adjacent cells* means that Excel cannot calculate the formula because it is missing something.
- Excel tries to calculate a formula but only takes into account the values from one cell, ignoring other cells with values needed for the calculation.
- If this happens, it means that you have left out a cell on one side of your formula and need to clean up your sheet.

4. How do you select non-adjacent cells in Excel 2016?
To select the non-adjacent cells, press Shift+F8. This, in turn, enables the Add or Remove Selection mode.

5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?
The contents of the first cell in the selected column will be replaced with the letters 'O-CW'.

6. If you right-click on a row reference number and click on Insert, where will the row be added?
A new row is inserted above the cell(s) you originally selected.