

Advance Excel Assignment 3

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

Ans. It is a quick way to automatically calculate the sum of a range of cells. The AutoSum command is particularly useful when you have a large set of numbers to add up and you don't want to type the SUM formula manually. It saves time and reduces the chance of making errors.

2. What is the shortcut key to perform AutoSum?

Ans. Alt + =

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

Ans. Select the cell then Press the "Delete" or Right-click on the selected cell(s) and choose "Clear Contents".

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

Ans. To select non-adjacent cells in Excel 2016, hold down the "Ctrl" key on your keyboard and click on each cell you want to select. You can select cells that are not next to each other. Release the "Ctrl" key once you have selected all desired non-adjacent cells.

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

Ans If you choose a column in Excel, hold down the "Alt" key, and press the letters "ocw" in quick succession, it activates the Filter menu, clears the column's contents, and adjusts the column width automatically.

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

Ans. Above the row that corresponds to the row reference number you clicked on

