

Advance Excel Assignment 3

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

A. The AutoSum command is particularly handy when you have a column or row of numbers and need to find their total quickly. Instead of manually selecting the range and typing the SUM formula, you can use AutoSum to save time and effort.

2. What is the shortcut key to perform AutoSum?

A. The shortcut key to perform AutoSum in Excel is "Alt + =" (equals sign). By pressing these keys together, Excel will automatically select what it believes is the appropriate range for the sum, and you can then press Enter to apply the AutoSum. This shortcut can save you time by quickly inserting the SUM function and calculating the total without needing to navigate through the ribbon or use the mouse

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

A. To get rid of a formula that omits adjacent cells and replace it with the actual values, you can follow these steps:

- Select the cell or range of cells containing the formula you want to replace.
- Press Ctrl + C to copy the selected cells.
- Right-click on the same selection and choose "Paste Values" from the context menu. Alternatively, you can use the keyboard shortcut Ctrl + Alt + V and then press V again to select "Values" as the paste option.
- This will replace the formulas with the computed values, removing any references to the adjacent cells.

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

A. Using the Ctrl key

- Open your Excel worksheet and navigate to the sheet where you want to select non-adjacent cells.
- Click on the first cell you want to select and then hold down the Ctrl key on your keyboard.
- While holding Ctrl, click on each additional cell you want to include in the selection. You can click on cells in different columns or rows.
- Release the Ctrl key once you have selected all the 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?

A. In Excel, if you choose a column, hold down the Alt key, and then press the letters "ocw" in quick succession, it triggers a built-in feature called "Filter by Selected Cell's Value." This feature applies a filter to the selected column based on the value of the active cell within that column.

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

A. If you right-click on a row reference number in Excel and click on "Insert," the new row will be added above the selected row

- Select a column by clicking on any cell within that column.
- Hold down the Alt key on your keyboard.
- While holding Alt, quickly press the letters "ocw" one after another.
- Excel will apply an automatic filter to the selected column based on the value of the active cell within that column