ASSINGMENT-3

1.How and when to use autosum command in excel?

Answer:

We can use simply auto sum command in excel by selecting the cell next to the number we want to sum and then go to HOME>AUTOSUM or FORMULAS>AUTOSUM and enter.

When we have need to sum a column or row of numbers, we can perform auto sum command.

2.What is the shortcut key to perform autosum?

Answer:

Alt+= is the shortcut key to perform autosum.

3.How to get rid of formula that omits adjacent cells?

Answer:

Select Formulas from the drop-down menu under Options then Investigate the existence of Error checking rules and uncheck Formulas that omit cells in an area to proceed, click OK.

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

Answer:

To select non-adjecent cells and cell ranges, hold ctrl and select the cells.

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

Answer: The contents of the first cell in the selected column will be replaced with the letters ocw.

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

Answer:

To add row above the cell click insert above in the row

To add row below the cell click insert below the row.