Advance Excel Assignment 3

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

2. What is the shortcut key to perform AutoSum?

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

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

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

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

1. If you want to sum a column or row of Numbers, the AutoSum command is used in Excel. This could be done by selecting a cell next to the numbers that we want to sum, and by clicking the AutoSum option on the Home Tab
2. AutoSum is an easy & fast way to add up multiple values. The shortcut key for AutoSum is Alt + = on the keyboard.
3. The Excel formula omits the adjacent cells error that occurs with mathematical or statistical operations commonly like Sum, Average, MAX, etc.

To permanently remove this error do the following:

Go to File > Formulas

On the right side, uncheck the field Formulas which omit under the Error Checking Rules.

1. To select the non-adjacent cells in Excel 2016 simply hold the Ctrl key & select the desired cells.
2. When you choose a column by holding the Alt key and pressing the letters O-C-W quickly, it then opens the column width dialogue box allowing us to set the exact width of the column
3. The row will be added or inserted above the cell we originally selected.