
Advance Excel Assignment

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

Ans:- The AutoSum command in Excel is used to quickly add up a column or row of numbers. To use AutoSum, select a cell next to the numbers we want to sum. Then, click on the AutoSum button on the Home tab or the Formulas tab. Excel will automatically enter a formula (that uses the SUM function) to sum the numbers. we can also use the keyboard shortcut Alt + = to quickly insert the AutoSum formula. If we want to sum a range of cells that are not adjacent, we can select the cells manually and then use the AutoSum command.

2. What is the shortcut key to perform AutoSum?

Ans:- The keyboard shortcut to perform AutoSum in Excel is Alt + =. This will automatically insert the SUM function and select the range of cells that Excel thinks you want to sum. If Excel doesn't select the correct range, you can manually adjust the range before pressing Enter to complete the formula.

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

Ans:- To turn off the "Formula Omits Adjacent Cells" notification in Excel, follow these steps:
Open Excel and click on File.
Go to Options and select Formulas.
Look for Error checking rules and uncheck Formulas which omit cells in a region.
Click OK.

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

Ans:- We can select non-adjacent cells in Excel 2016 using the following steps:

- Click on the first cell you want to select.
- Hold down the Ctrl key on your keyboard.
- Click on the other cells you want to select.
- Release the Ctrl key to complete the selection.

We can also use the Shift key to select a range of cells. To select a range of cells, click on the first cell you want to select, hold down the Shift key, and then click on the last cell you want to select. This will select all the cells between the first and last cell you clicked on.

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

Ans:- If you select a column, hold down the Alt key and press the letters ocw in quick succession in Excel, the contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

Ans:- If we right-click on a row reference number and click on Insert, the row will be added above the row we initially highlighted.

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