**ADVANCE EXCEL ASSIGNMENT - 3**

**Q1. How and when to use the AutoSum command in excel?**

**Ans.** The AutoSum command in Excel is a quick way to add up a range of numbers without manually typing out the SUM function. Here's how and when to use AutoSum:

**How to Use AutoSum:**

* + Select the Cell where you want the sum to appear.
  + Navigate to the "Formulas" Tab.
  + Find AutoSum
  + Click AutoSum. Excel will automatically try to guess the range of cells you want to sum. It will surround a potential range with a border, can be seen in the suggested range in the formula bar.
  + Press Enter

**When to Use AutoSum:**

* + Summing a Column or Row
  + Checking Totals
  + Comparing Data Sets
  + Quick Calculations

**Q2. What is the shortcut key to perform AutoSum?**

**Ans.** **“Alt + =”** is the shortcut key to perform AutoSum.

**Q3. How do you get rid of Formula that omits adjacent cells?**

**Ans.** To replace a formula with the actual calculated value, the steps are as follows:

* + Select the cell containing the formula.
  + Copy the cell (Ctrl+C).
  + Right-click on the same cell or a different cell where you want to paste the value.
  + Choose "Paste Values" or "Paste Special" and select "Values" from the options.

**Q4. How do you select non-adjacent cells in Excel 2016?**

**Ans.** In Excel 2016, non-adjacent cells can be selected by holding down the **Ctrl** key on the keyboard while clicking on the individual cells.

**Q5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

**Ans.** In Microsoft Excel 2016, if we choose a column, hold down the Alt key, and press the letters O, C, and W in quick succession, it would trigger a keyboard shortcut sequence to group the selected columns. Here's what each key represents in this context:

* + O: This key activates the "Data" tab in the Excel ribbon.
  + C: After pressing 'O,' pressing 'C' activates the "Group" command.
  + W: Finally, after pressing 'C,' pressing 'W' completes the command, and Excel will group the selected columns.

This sequence of keystrokes is a shortcut for grouping columns. It's a quick way to organize and collapse columns for better visibility of data.

**Q6. If you right-click on a row reference number and click on Insert, where will the row be added?**

**Ans.** If you right-click on a row reference number in Excel and choose "Insert," a new row will be added above the row you right-clicked on. The existing rows will be shifted down, and the new row will be inserted at the location where you made the right-click.