

Excel Assignment 3

How and when to use the Autosum command in Excel?

If you need to sum a column or row of numbers, let Excel do the math for us. Select a cell next to the numbers you want to sum, click Autosum on the Home tab, press Enter, and you're done. When you click Autosum, Excel automatically enters a formula (that uses the sum function) to sum the numbers.

Autosum is a fast, easy way to add up multiple values in Excel. We can access the Autosum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that is even faster: $Alt + =$.

What is the Shortcut key to perform Autosum?

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Keyboard Shortcut Command:

$Alt + =$

To use this shortcut, simply hold down the Alt key then press the equals sign on our keyboard.

How do you get rid of formula that omits adjacent cells?

- (i) open the Excel and then click on File.
- (ii) Go to options and then select Formulas.
- (iii) Look for Error checking rules and uncheck Formulas which omit cells in a region.
- (iv) click ok.

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

(i) With your mouse, click the first cell you want to highlight. This cell becomes the active cell.

(ii) Press and hold the Ctrl key on the keyboard.

(iii) Click the rest of the cells you want to highlight.

(iv) Once the desired cells are highlighted, release the Ctrl key.

(v) Do not click anywhere else with the mouse pointer once you release the Ctrl key.

(vi) If we release the Ctrl key too soon and wish to highlight more cells, press and hold the Ctrl key again and click the additional cell(s).

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

The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

6) If you want right click on a row reference number and click on insert, where will the row be added?

First, select the row and

First, Select the row and choose above or below where you want to exactly insert a new one and then right-click on the row cell, then we get the dialogue box where we will get an insert option and then click on the insert option so that the selected new row will be inserted.