

Advance Excel Assignment 3

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

Ans : When we need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have and use AutoSum Command to automatically make an appropriate sum formula.

To use AutoSum command -

- (i) Select a cell next to the numbers you want to sum.
- (ii) Click the AutoSum button on either the Home or Formulas tab.
- (iii) Press the Enter key to complete the formula.

Q2 > What is the shortcut key to perform AutoSum?

Ans : To perform AutoSum, the shortcut is to press "ALT" +

Step 1 - place cursor below column of numbers you want to sum

Step 2 - hold down ALT key and then press the equals = sign while still holding ALT

Step 3 - Press Enter to perform autosum.

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

Ans : To get rid of Formula that omits adjacent cells, we need to follow steps as.

- (i) Open 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.

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

Ans : By holding 'Shift' + arrow keys, we can select non-adjacent cells in Excel 2016.

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

Ans : It changes the column width.

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

Ans : It provides with Inserting cell of rows or columns wherever we want.