

Advance Excel Assignment 3

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

Ans: If we need to sum a column or row of numbers. Select a cell next to the numbers we want to sum, click AutoSum on the Home tab, press Enter, and we are done. When we click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

2. What is the shortcut key to perform AutoSum?

Ans: The shortcut key to perform AutoSum is Alt+=.

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

Ans: To get rid of Formula that omits adjacent cells:

- Open Excel and then click on File.
- Go to Options and then 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: By hold Ctrl and select the cells, we can 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?

Ans: If we choose a column, hold down the Alt key and press the letters o-c-w in quick succession, the column width dialogue box opens allowing us to set the exact width of the column.

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, a new row will be insert above the cell(s) we originally selected.