Advance Excel Assignment 3

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

The AutoSum command in Excel is a quick and easy way to add up a range of numbers in a column or row. Here are the steps to use AutoSum:

- Select the cell where we want the sum to appear.
- Click on the "AutoSum" button in the "Editing" group on the "Home" tab.
- Excel will automatically select what it thinks is the range of cells we want to sum, based on the adjacent cells.
- If Excel has selected the correct range, press "Enter" to insert the sum.
- If Excel has not selected the correct range, use the mouse to drag the selection over the range of cells we want to sum, and then press "Enter" to insert the sum.

2. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is "Alt + =" (equals key). This will automatically select the range of cells above or to the left of the active cell and insert the SUM function in the cell.

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

Here are the steps to get rid of a formula that omits adjacent cells:

- Select the cell containing the formula that needs to be adjusted.
- Double-click on the cell to activate the edit mode.
- Use the arrow keys or click and drag to move the cursor within the formula to the reference that needs to be adjusted.
- Change the cell reference to include the missing cells. For example, if the formula is =SUM(A1:A5) and you want to include cell A6, change the formula to =SUM(A1:A6).
- Press "Enter" to save the changes.

  Alternatively, we can also manually edit the formula by clicking on the formula bar and editing the formula directly.

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

To select non-adjacent cells in Excel 2016, we can use one of the following methods:

Method 1: Ctrl + Click

- Click on the first cell you want to select.
- Hold down the Ctrl key on your keyboard.
- Click on each additional cell you want to select while still holding down the Ctrl key.

Method 2: Shift + Click

- Click on the first cell you want to select.
- Hold down the Shift key on your keyboard.
- Click on the last cell you want to select.

Method 3: Use the keyboard

- Click on the first cell you want to select.
- Press and hold down the Shift key on your keyboard.
- Use the arrow keys to move the selection to include the additional cells you want to select.
- Release the Shift key when you have selected all the cells you want.

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

Assuming we are using a Windows computer and have a Microsoft Excel spreadsheet open, if we choose a column, hold down the Alt key, and press the letters "ocw" in quick succession, it will activate the "Column Width" command.

This keyboard shortcut is a way to quickly access the "Column Width" dialog box, which allows us to adjust the width of one or more columns in your spreadsheet. Once we press the keys, you should see the "Column Width" dialog box pop up, and we can then enter a value to adjust the width of the selected column.

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

If we right-click on a row reference number in Microsoft Excel and click on "Insert", a new row will be inserted above the row that we right-clicked on.

For example, if we right-click on the number "5" in the left-hand column of our Excel worksheet and select "Insert", Excel will insert a new row above row 5, and the existing row 5 will be shifted down to become row 6.