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 you want to sum, click AutoSum on the Home tab, press Enter.

2. What is the shortcut key to perform AutoSum?
Ans) ALT+=

3. How do you get rid of Formula that omits adjacent cells?
Ans)Launch the Excel sheet and then click on File. Navigate to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region,then Click OK.

4. How do you select non-adjacent cells in Excel 2016?
Ans)To select non-adjacent cells in Excel 2016, you can use one of the following methods:
Method 1: Using the Ctrl key
Open Excel 2016 and navigate to the worksheet containing the cells you want to select.
Click and hold the Ctrl key on your keyboard.
While holding the Ctrl key, click on each individual cell you want to select. Each selected cell will be highlighted.
Release the Ctrl key once you have selected all the desired non-adjacent cells.
Method 2: Using the Shift key
Open Excel 2016 and navigate to the worksheet containing the cells you want to select.
Click on the first cell you want to select.
Hold down the Shift key on your keyboard.
While holding the Shift key, click on the last cell you want to select. Excel will automatically select all the cells in between as well.
Release the Shift key once you have selected all the desired non-adjacent cells.
After selecting the non-adjacent cells, you can perform various actions on them, such as formatting, entering data, or applying formulas.

5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?
Ans) Column Width pop up will appear and we can edit the Column Width as well using this shortcut

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

Ans)Row will be added ,above the selected row reference number.