Advance Excel Assignment 3

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

When you need to sum a column or row of numbers, let Excel do the math for you. 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. Here's an example. =SUM (B3:B8)

1. What is the shortcut key to perform AutoSum?

The shortcut key for AutoSum is.

Click Alternate and equal to sign.

Alt + =

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

* Launch your 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.
* Click OK.

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

Use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

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

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

Insert or delete a row

Select any cell within the row, then go to **Home** > **Insert** > **Insert Sheet Rows**or **Delete Sheet Rows**.

Alternatively, right-click the row number, and then select **Insert** or **Delete**.