

Advance Excel Assignment 3

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

The AutoSum command is a useful tool when you need to quickly add up a range of numbers, such as in a budget or financial statement. It is especially helpful when working with large datasets that contain many rows or columns of numbers, as it saves time and reduces the chance of errors when adding up numbers manually.

You can also use the AutoSum command with other functions, such as AVERAGE or COUNT, to quickly calculate the average or count of a range of numbers. To use these functions with the AutoSum command, simply select the cell where you want to display the result and then click on the appropriate function button, such as "Average" or "Count," before clicking the AutoSum button. Excel will then automatically insert the appropriate formula based on the function you selected.

2. What is the shortcut key to perform AutoSum?

To use the shortcut key to perform AutoSum, first select the cell where you want the sum to appear, and then press "Alt + =". Excel will automatically select what it thinks is the range of cells you want to add and display the sum in the selected cell.

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

If a formula in Excel is omitting adjacent cells, it is likely that the cells are either empty or contain some sort of error. Here are a few ways to get rid of the formula that omits adjacent cells:

Fill in the empty cells: If the formula is omitting cells that are empty, simply fill in the empty cells with the appropriate data. Once the cells have data in them, the formula should include them in the calculation.

Check for errors: If the cells are not empty, but the formula is still omitting them, check for errors in the cells. Common errors in Excel include #DIV/0!, #VALUE!, #REF!, #NAME?, and #NUM!. Once the errors have been corrected, the formula should include the cells in the calculation.

Use a different formula: If the formula is not working properly, try using a different formula to achieve the desired result. For example, instead of using a SUM formula to add up a range of cells, try using a formula that counts the number of cells in the range, or a formula that calculates the average of the cells in the range.

Adjust the formula: If the formula is omitting cells that you want to include, try adjusting the formula to include the missing cells. For example, you may need to change the cell references in the formula to include the missing cells, or you may need to change the calculation to account for the missing cells.

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

Method 1: Select cells while holding down the Ctrl key

Click on the first cell you want to select.

Advance Excel Assignment 3

Hold down the Ctrl key on your keyboard.

While holding down the Ctrl key, click on each additional cell you want to select. You can select cells that are not next to each other in this way.

Method 2: Select cells using the Shift key

Click on the first cell you want to select.

Hold down the Shift key on your keyboard.

While holding down the Shift key, click on the last cell you want to select. This will select all the cells between the first and last cells you clicked on, including cells that are not next to each other.

Method 3: Select a rectangular range of cells

Click on the first cell you want to select.

Hold down the left mouse button and drag the mouse over the range of cells you want to select. This will create a rectangular selection that includes all the cells within the range.

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

If you choose a column in Excel, hold down the Alt key, and press the letters o, c, and w in quick succession, it will activate the "Column Width" command. This command allows you to quickly adjust the width of the selected column.

Once you press the Alt key, you will see that various letters and numbers throughout the Excel ribbon will have small boxes around them. These boxes indicate the keyboard shortcuts for the corresponding commands. When you press the letters o, c, and w in quick succession, it will activate the Column Width command, and you 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 you right-click on a row reference number in Excel and click on "Insert", the new row will be added above the row that you right-clicked on.