Advance Excel Assignment 3

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

The AutoSum command in Excel is a useful tool that allows you to quickly add up a range of numbers in a selected column or row. It's a convenient way to perform basic mathematical operations without having to manually input the formula. Here's how and when to use the AutoSum command:

How to Use AutoSum:

1. Open Excel: Launch Microsoft Excel and open the spreadsheet where you want to use the AutoSum command.

2. Select Cell: Click on the cell where you want the sum to appear. This is usually the cell immediately below the column of numbers you want to add or to the right of the row of numbers.

3. Click AutoSum: Locate the "AutoSum" button on the Excel Ribbon. It looks like a Greek letter sigma (∑) and is usually found in the "Editing" group on the "Home" tab. Click the AutoSum button.

4. Select Range: Excel will automatically select what it thinks is the range of numbers you want to add. If the selection is correct, press "Enter" to confirm. If not, you can adjust the selection by dragging over the desired range.

5. Press Enter: Once you've selected the correct range, press "Enter" to apply the AutoSum formula. Excel will calculate the sum and display the result in the selected cell.

When to Use AutoSum:

You can use the AutoSum command whenever you need to quickly calculate the sum of a range of numbers in Excel. Here are some common scenarios:

1. Adding Column/Row Totals: Use AutoSum to quickly calculate the total of a column or row of numbers, such as adding up sales figures or expenses.

2. Calculating Subtotals: If you have a table with subtotals, you can use AutoSum to calculate the subtotal values automatically.

3. Quick Calculations: When you're working with a set of numbers and need a quick sum without writing a full formula.

4. Checking Data Entry: Use AutoSum to double-check manual calculations by comparing the result to what Excel calculates.

1. What is the shortcut key to perform AutoSum?

In Microsoft Excel, you can use the following shortcut key to quickly perform the AutoSum

function:

“Alt + =”

Pressing "Alt" and "=" (equals) keys simultaneously will insert the AutoSum formula into the selected cell. Excel will automatically try to determine the range of numbers you want to sum based on the adjacent cells. If the range is correct, you can simply press "Enter" to apply the formula and calculate the sum.

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

If you have a formula that omits adjacent cells, it's likely because the formula range is not including all the cells you intended. To correct this and include the adjacent cells in your formula, follow these steps:

1. Select the Cell with the Formula: Click on the cell containing the formula that is omitting adjacent cells.

2. Edit the Formula: Double-click on the formula bar at the top of the Excel window or press the "F2" key to enter Edit mode for the selected cell.

3. Adjust the Range: In the formula, locate the range reference that defines the cells to be included in the calculation. This could be a cell range like "A1:A5" or a function like "SUM(A1:A5)". Modify the range to include the adjacent cells that you want to be part of the calculation. For example, change "A1:A5" to "A1:A10" if you want to include cells from A6 to A10 as well.

4. Press Enter: After adjusting the formula range, press the "Enter" key to confirm the changes. The formula will recalculate based on the updated range, and the adjacent cells should now be included in the calculation.

5. Verify Results: Make sure to verify that the formula now includes the correct range of cells, and that the calculation is accurate.

If the formula is more complex or involves functions beyond simple addition, you may need to adjust other parts of the formula to ensure that it correctly includes the adjacent cells. Always double-check your formula and its results to ensure accuracy.

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

In Excel 2016, you can select non-adjacent cells (cells that are not directly next to each other) using the following methods:

Method 1: Ctrl Key

1. Click on the first cell that you want to select.

2. Hold down the "Ctrl" (Control) key on your keyboard.

3. While holding down "Ctrl," click on the other cells you want to select. Each click adds a new cell to your selection.

4. Release the "Ctrl" key when you've selected all the desired non-adjacent cells.

Method 2: Shift Key

1. Click on the first cell that you want to select.

2. Hold down the "Shift" key on your keyboard.

3. While holding down "Shift," click on the last cell you want to select. Excel will automatically select all the cells between the first and last cell.

4. Release the "Shift" key.

Method 3: Using Drag-and-Drop.

1. Click and hold on the cell you want to start your selection from.

2. While holding the mouse button, drag the cursor to the other cells you want to select. As you drag, you'll see a shaded box indicating the range of cells you're selecting.

3. Release the mouse button when you've selected all the desired non-adjacent cells.

Method 4: Select Specific Cells

1. Press and hold the "Ctrl" key.

2. While holding "Ctrl," click on individual cells you want to select. This method is useful when you want to select cells that are scattered across the worksheet.

Using these methods, you can select non-adjacent cells in Excel 2016 for various tasks such as formatting, copying, cutting, pasting, and applying functions to the selected cells.

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

In Microsoft Excel, if you select a column and then hold down the "Alt" key while pressing the letters "ocw" in quick succession, the following actions will occur:

1. Column Width Dialog Box Opens:

- "o" stands for "Format."

- "cw" stands for "Column Width."

Pressing "Alt" + "o" opens the "Format" menu, and then pressing "c" opens the "Column Width" dialog box. This dialog box allows you to specify a custom width for the selected column.

Using this method, you can quickly access the "Column Width" dialog box to adjust the width of the selected column. This can be useful for formatting your worksheet to ensure that your data fits neatly within the columns.

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 Microsoft Excel and then click on "Insert," the new row will be added above the row that you right-clicked on. In other words, the row you clicked on will be pushed down by one row to make room for the newly inserted row.

Here's the step-by-step process:

1. Right-click on the row reference number of the row where you want to insert a new row.

2. From the context menu that appears, click on "Insert."

3. A new row will be added above the row you right clicked on. The existing row will be pushed down to make space for the new row.

This is a convenient way to insert a new row while maintaining the existing structure of your worksheet. If you want to insert a new row below a specific row, you would right-click on the row reference number below which you want to insert the new row and then select "Insert" from the context menu.