

Advance Excel Assignment 3

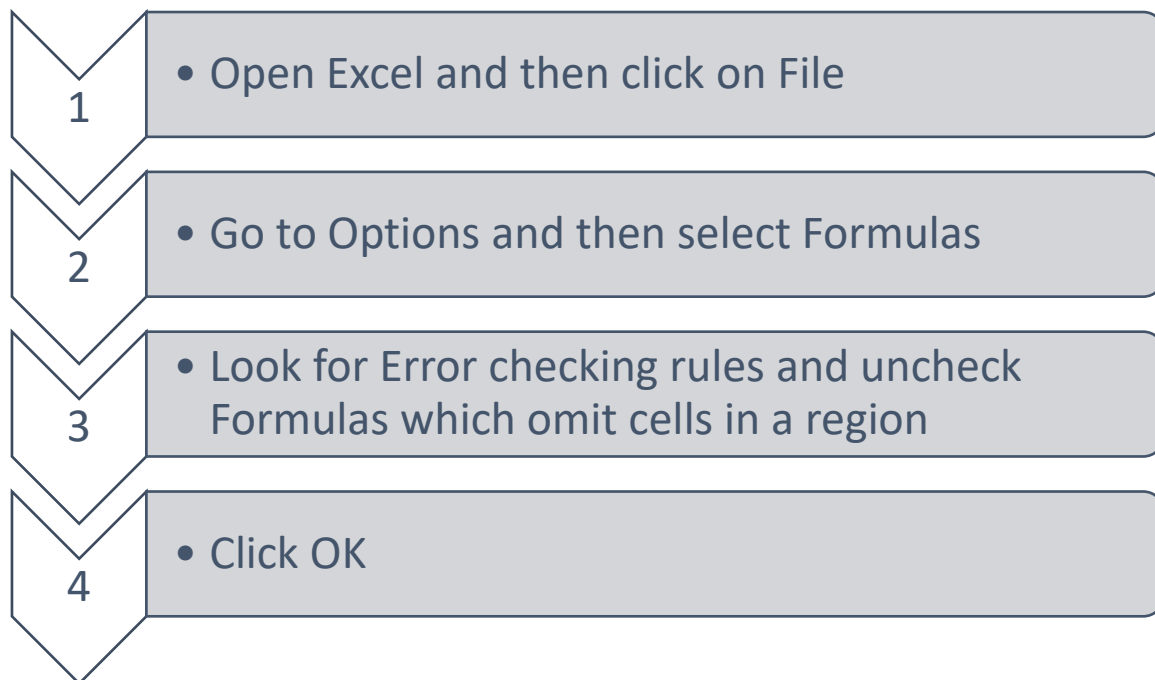
1. How and when to use the AutoSum command in excel?

Answer – In order to apply auto sum we can use shortcut (Alt + =) or (Alt + H + U +S) and If we need to sum a column or row of numbers, in other words helps to total up various rows and columns in the spreadsheet.

2. What is the shortcut key to perform AutoSum?

Answer – It can be gotten to by composing ALT + = in a spreadsheet sheet, and it will naturally make a formula to aggregate every one of the numbers in a ceaseless reach.

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



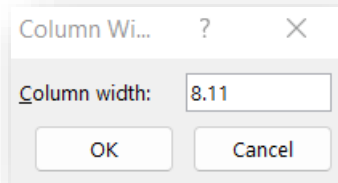
4. How do you select non-adjacent cells in Excel 2016?

Answer-

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

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

Answer – we will be getting an option to set the column width.



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

Answer

It will add above of the current row wherein we had inserted (The new row will appear above the selected row).