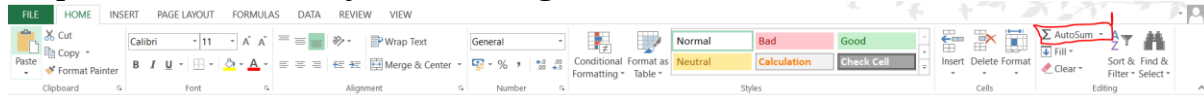


Assignment – 3

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

AutoSum is a fast, easy way to add up multiple values in Excel. You can simply calculate sum using Autosum.

To perform AutoSum you have to go on Home and select AutoSum.



After selecting AutoSum you will see that sum is automatically calculated.

SUM		:			=SUM(A2:C2)	
	A	B	C	D	E	F
1	Marks 1	Marks 2	Marks 3	Total		
2	20	17	19	=SUM(A2:C2)		
3	17	18	16	SUM(number1, [number2], ...)		
4	18	12	15			
5	10	11	8			
6						

And then click on enter. Then copy and drag down to find the sum for rest.

D2	:	X	✓	<i>fx</i>	=SUM(A2:C2)
	A	B	C	D	
1	Marks 1	Marks 2	Marks 3	Total	
2	20	17	19	56	
3	17	18	16	51	
4	18	12	15	45	
5	10	11	8	29	
6					

Q.2) What is the shortcut key to perform AutoSum?

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: **Alt+=**. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

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

We can simply do this by following this simple steps.

- 1) Click on File.
- 2) Go to options and Select Formulas.
- 3) In formulas, you will see **Error Checking Rules**.
- 4) You need to simply uncheck the field **Formulas which omit cells in a region**.

After you make this change, Excel will stop irritating you with this error message.

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

To select the non-adjacent cells in Excel 2016 we can simply press Ctrl and select the cells.

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

If we choose a column, and hold down the Alt+Key and press the letters ocw in quick succession then the contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

If we click on a row reference number and click on insert then the row will be added above the row of that respective reference number.