Advance Excel Assignment 3

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

2. What is the shortcut key to perform AutoSum?

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

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

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

ocw in quick succession?

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

be added?

1. Sum is one of the functions available in the spread sheet to perform addition of selected numbers in the sheet. Autosum is used for adding the values given in cells automatically without writing the formula to perform the operation.

Step 1: To use AutoSum in Excel, just follow these 3 easy steps:

* Select a cell next to the numbers you want to sum:
* To sum a column, select the cell immediately below the last value in the column.
* To sum a row, select the cell to the right of the last number in the row.

Step 2: Click the AutoSum button on either the Home or Formulas tab.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example):

In most cases, Excel selects the correct range to total. In a rare case when a wrong range is selected, you can correct it manually by typing the desired range in the formula or by dragging the cursor through the cells you want to sum.

Step 3: Press the Enter key to complete the formula.

2. **Alt + =** 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.

3. To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

Open Excel and then click on File.

Go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.

Click OK.

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

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

6. To insert a single row: Right-click the whole row above which you want to insert the new row, and then select Insert Rows. To insert multiple rows: Select the same number of rows above which you want to add new ones.