

ADVANCE EXCEL

ASSIGNMENT -3

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

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

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

The Autosum Excel shortcut is very simple – just type two keys: ALT = Step 1: place the cursor below the column of numbers you want to sum (or to the left

of the row of numbers you want to sum). Step 2: hold down the Alt key and then press the equals = sign while still holding Alt. Step 3: press Enter.

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

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?

The Find & Replace function works with Windows and Mac, though you may use different commands depending on the operating system. Select the data range.

Press down on the Control and F keys simultaneously. ... A dialogue box will open with two options, Find and Find What. ... Click the Find All tab. ... Press the Control and A keys.

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

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

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

To insert rows: Click the Insert command on the Home tab. The new row will appear above the selected row.