

Assignment No. 3.

1) How and when to use Autosum command in excel)

⇒ If you need to sum a column or row of columns numbers, let excel do the math for you. Select a cell next to numbers you want to sum, click Autosum on the Home tab, press enter. When you click autosum, excel automatically enters a formula to sum the numbers.

2) What is shortcut key to perform Autosum)

⇒ The Autosum Excel function can be accessed by typing ALT + the = sign in a spreadsheet.

3) How do you get rid of formula that omits adjacent cells

⇒ ① Open Excel and click on File.

② Go to options and select Formulas.

1) (3) Look for error checking rules and uncheck formula which omits cell in a region.

(4) Click OK.

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

⇒ (1) Click on a cell to select it.

(2) To select a range, select a cell, then with the mouse button pressed, drag over the cells.

(3) To select non-adjacent cells & cell range, hold **Ctrl** and select the cells.

5) What happens when you hold down the alt keys and press the letters 'row' in quick succession?

⇒

6) If you click on a row reference number and click on insert, where will the row be added?

⇒ The row will appear above the selected row.

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