Advance Excel Assignment 3

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

Answer: 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.

1. What is the shortcut key to perform AutoSum?

Answer: 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.

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

Answer: 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.

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

Answer: Below is how to select two non-adjacent range of cells:

* Click on the first cell that you want to be selected. This will now become the active cell
* Hold the Control key on your keyboard
* Left-click on the mouse and drag to make the selection
* Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
* Place the cursor on the second cell/range that you want to select
* Left-click on the mouse and drag to make the selection
* Leave the mouse click. This would select two non-contiguous range of cells.
* Release the Control key

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

Answer: The column width dialogue box opens allowing you to set the exact width of the column.

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

be added?

Answer: A new row is inserted above the cell(s) you originally selected