

## Excel Assignment 3

### Advance Excel Assignment 3

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

Ans:- How :-

Excel AutoSum automatically enters a formula to sum numbers in your worksheet.

To use AutoSum in Excel follow the following steps:

Step 1. Select the cell next to the all numbers you want to sum.

- To sum a column of numbers, click the empty cell underneath the ~~selected~~ numbers.

- If you want to sum a row of numbers, click the empty cell to the right of the series.

#### SUM A COLUMN

	A	B	C
1	10		
2	20		
3	50		
4		sum	

Select this cell to sum

#### SUM A ROW

	A	B	C	D	E	F
1						
2						
3	50	54	20			
4		sum				

Select this cell to sum

Step ② Click the AutoSum button on either the Home or, Formula tab in excel ribbon.

2.

☰ When to use ① When you need to sum a single range of cells (columns / row / several adjacent columns) or, row  
you can use Excel AutoSum to automatically sum those numbers.

② Apart from adding cells, incase if you have filtered your data, then clicking AutoSum button also insert SUBTOTAL formula rather than SUM.

2. What is the ~~structure~~ shortcut key to  
perform Autosum ?

• ALT =

- Place the cursor below/right of the column/row of numbers, you want to sum.
- Hold down Alt key and then press '=' sign while holding Alt .
- Press Enter

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

Go to File → Options → Formulas.

On the right side, under Error checking rules uncheck the field called Formula which omit cells in a region.

After this you will get rid of ~~present~~ this error message.

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

To select non-adjacent cells ~~selected~~, hold ~~ctrl~~ key and select the cells.

STEPS:-

1. Click the first cell you want to select. Now the cell becomes "active cell".

2. Press and hold the ~~ctrl~~ key.

3. Click the rest of the cells you want to highlight(select).

4. Once desired cells are selected, release the ~~ctrl~~ key.

5. What happens if you choose a column hold down the Alt key and press the letter oew in quick succession ?

⇒ Then the 'Column Width' dialog box opens , where we can change it ( by default column width is 8.43 ) to 0 to 255 .

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

If I right-click on a row reference number and click on Insert, the new row will be added just above the existing row.

	A	B	C
1			
2	SUN		
3	MON		
4	TUE		
5			

Right click  
on this row  
to insert  
new row

Result: →

	A	B	C
1	A	B	C
2	SUN		
3			
4	MON		
5	TUE		
6			

New Row

Shifted  
to the  
cell just  
below its  
previous  
position