Advance Excel Assignment 3 iNeuron

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

Ans: When we need to sum a column or row of numbers.

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.

2. What is the shortcut key to perform AutoSum?

Ans: Alt +=

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

Ans:

1) Open Excel and then click on File.
2) Go to Options and then select Formulas.
3) Look for Error checking rules and uncheck Formulas which omit cells in a region.
4) Click OK.

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

Ans: hold Ctrl and select the cells.

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

Ans: 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?

Ans: A new row is inserted above the cell we originally selected.