

# Advance Excel Assignment 3

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

ANS : We will use AutoSum Command when we need to sum a column or row of numbers, To do AutoSum select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done.

OR

Whenever we need to sum a single range of cells, whether a column, row or several adjacent columns or rows, we can use Excel AutoSum.

AutoSum is in two locations: Home > AutoSum, and Formulas > AutoSum.

## 2. What is the shortcut key to perform AutoSum?

ANS : The Shortcut key to perform AutoSum is : **ALT =**

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

ANS: This error appears when there are cells with similar values to the one you chose that are not selected. Excel recognizes it as an error and symbolizes it with a little triangle.

There are two ways to get rid of it.

- 1) By selecting the ignore error option
- 2) To turn off the notification "Formula Omits Adjacent Cells" 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?

ANS : To select non-adjacent cells and cell ranges, 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: If we choose a column, hold down the Alt key and press the letters ocw in quick succession will leads us to the width box, where we can change or customise the column width.

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

ANS: The Row will be added to the above the selected row.