Assignment 3

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

The AutoSum command in Excel is a quick and convenient way to calculate the sum of a range of cells.

1)Click on the AutoSum button. Excel will automatically select what it thinks is the appropriate range for the sum calculation based on the adjacent cells. A dashed outline will appear around the selected range.

2)AutoSum button is in the home tab.

3)Review the selected range. If Excel has chosen the correct range, press the Enter key to accept the AutoSum calculation. The sum will appear in the selected cell.

4)We can also use the AutoSum command to calculate the sum of multiple adjacent columns or rows. Select the cell where we want the sum to appear, and then click the AutoSum button. Excel will automatically select the adjacent range for each column or row, and you can press Enter to calculate the sums.

2. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is "Alt + =".

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

If we have a formula in Excel that omits adjacent cells, we can modify it to include those cells by following these steps:

1)Select the cell containing the formula that omits adjacent cells.

2)In the formula bar at the top of the Excel window, we will see the formula displayed.

3)Edit the formula by manually adjusting the range to include the omitted cells. For example, if the original formula was "=SUM(A1:A5)", and we want to include cells A6 and A7 in the calculation, modify the formula to "=SUM(A1:A7)".

4)Press Enter to apply the modified formula. The calculation will now include the previously omitted cells.

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

To select non-adjacent cells in Excel 2016, we can use one of the following methods:

Method 1: Ctrl Key

Click on the first cell we want to select and keep the Ctrl key (Cmd key on Mac) pressed.

While holding the Ctrl key, click on each additional cell you want to include in the selection. We can click on cells that are not adjacent to each other.

Release the Ctrl key when we have selected all the desired cells.

Method 2: Shift Key

Click on the first cell we want to select.

Hold the Shift key and click on the last cell we want to include in the selection. This will select a range of cells.

To select additional non-adjacent cells, hold the Ctrl key (Cmd key on Mac) while clicking on each additional cell.

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

1)If we choose a column in Excel, hold down the Alt key, and press the letters "ocw" in quick succession, it triggers a series of actions known as keyboard shortcuts. However, the specific outcome depends on the context and current settings in Excel.

2)However, if we have customized Excel's keyboard shortcuts or are using a different version of Excel with custom settings or add-ins, pressing Alt+ocw could potentially trigger a specific action or command associated with that shortcut. It is important to note that the Alt key is typically used to access the ribbon and menu commands, and the specific combination of letters after pressing Alt will depend on the available options in the current context.

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

If we right-click on a row reference number in Excel and click on "Insert," the new row will be inserted above the row you right-clicked on. In other words, the existing row will shift downward, and the newly inserted row will take its place.

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