Advance Excel Assignment 3

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

Ans: Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done

1. What is the shortcut key to perform AutoSum?

Ans: Alt + =

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

Ans:

1. Launch your Excel sheet and then click on File.
2. Navigate to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.
5. 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.

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

Ans: It adjust the column width according to the content in the cell.

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

Ans: Row will be added to the below of that cell which we have selected.