

Advance Excel Assignment 3

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

If you need to sum an entire column or row you can use the autosum command

Select the next column or row you want to sum then click the autosum command in the Home Tab

Excel automatically inserts the formula for you.

2. What is the shortcut key to perform AutoSum?

You can use Alt + = command to apply Autosum.

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

Excel >>>File>>>Option>>>Formulas>>>Error checking rules>>>Uncheck Formulas>>>Ok.

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

To select a range, select a cell, then with the left mouse button, drag over the other cells or use the Shift + arrow keys to select the range. 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?

The column width dialog box opens allowing you to set the width.

6. If you right-click on a row reference number and click on Insert, where will the row be added?
It would show us the options where should the row is to be added.

