**Advance Excel Assignment 3**

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

The AutoSum command in Excel is a useful tool for quickly adding up a series of numbers in a column or row. Here are the steps to use the AutoSum command:

* Select the cell where you want the sum to appear.
* Click on the "AutoSum" button in the "Editing" section of the "Home" tab.
* Excel will automatically select the range of cells above or to the left of the active cell that it thinks you want to sum.
* If Excel has selected the correct range, simply press "Enter" to calculate the sum.
* If Excel has not selected the correct range, click and drag to select the range you want to sum, and then press "Enter".
* You can also use the keyboard shortcut "Alt + =" to quickly insert the AutoSum formula.

The AutoSum command can save you time and effort when working with large sets of data in Excel. It is particularly useful for calculating totals in financial spreadsheets or for calculating averages in datasets.

1. **What is the shortcut key to perform AutoSum?**

The shortcut key to perform AutoSum in Excel is "Alt + =". Pressing these keys will automatically add a sum formula to the selected cell, with Excel attempting to identify the range of cells to be summed based on the adjacent cells.

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

If you have a formula in Excel that omits adjacent cells and you want to include them, there are a few different ways to do this:

* Edit the formula manually: Click on the cell with the formula and edit the formula to include the cells that you want to include in the calculation.
* Use the AutoSum feature: Select the cell below or to the right of the range of cells that you want to include in the formula. Then click on the AutoSum button in the "Editing" section of the "Home" tab. This will automatically insert a SUM formula that includes the adjacent cells.
* Drag the formula: If the formula is already entered into adjacent cells, you can simply drag the formula across the cells you want to include. Excel will automatically adjust the cell references in the formula to reflect the new range.
* Use the Fill Handle: Click and drag the fill handle in the bottom-right corner of the cell with the formula down or across to the cells you want to include. Excel will automatically adjust the cell references in the formula to reflect the new range.

By using one of these methods, you can adjust the formula to include the adjacent cells and get the result you want.

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

To select non-adjacent cells in Excel 2016, follow these steps:

* Click on the first cell that you want to select.
* Press and hold the "Ctrl" key on your keyboard.
* While holding down the "Ctrl" key, click on each additional cell that you want to select. You can click on cells that are not adjacent to each other, as long as you hold down the "Ctrl" key.
* Release the "Ctrl" key once you have selected all the cells you want to work with.
* Alternatively, you can use the "Shift" key to select a range of cells that are adjacent to each other. To do this:
* Click on the first cell in the range that you want to select.
* Press and hold the "Shift" key on your keyboard.
* While holding down the "Shift" key, click on the last cell in the range that you want to select. Excel will automatically select all of the cells between the first and last cells.
* Release the "Shift" key once you have selected the range of cells you want to work with.

By using these methods, you can select the cells you need, whether they are adjacent or not, and then work with them in your Excel spreadsheet.

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

If you choose a column in Excel, hold down the "Alt" key and press the letters "ocw" in quick succession, it will apply the "Text to Columns" feature to the selected column.

This feature allows you to split a column of data into multiple columns based on a delimiter or fixed width.

When you press "Alt+O+C+W" keys, it will open the "Text to Columns" wizard where you can select the delimiter or width to split the data. You can choose to split the data into separate columns, or overwrite the original column with the new split data.

It is a useful feature when you have data that is separated by commas, spaces, or other delimiters, and you want to split it into separate columns for better analysis and presentation.

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

If you right-click on a row reference number in Excel and click on "Insert", a new row will be added above the row that you right-clicked on.

For example, if you right-click on row 3 and select "Insert", a new row will be inserted above row 3, and the existing rows will be shifted down by one row. The new row will become row 3, and the existing rows will become rows 4, 5, and so on.

This feature is useful when you need to add a new row to your Excel spreadsheet without having to manually move and adjust the existing rows. You can insert one or more new rows at any point in your worksheet to accommodate new data or to adjust the formatting of your spreadsheet.

