EXCEL ASSIGNMENT 3

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

Ans) AutoSum command id udeful in Excel when we need to add up a range of cells, such as when calculating a total for a column of numbers, or when summing up expenses for a month. It's an easy way to work with large sets of data.

Excel will only select cells that are adjacent to each other or if we want to do manually just type in the cell references separated by commas.

Steps:

1.Select the cell where you want the sum to appear.

2.Click the AutoSum button (Σ) on the Ribbon's Home tab.

1. What is the shortcut key to perform AutoSum?

Ans) Alt + =

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

Ans) This occur when the adjacent cells are skipped. the way to get solve this.

Go to **File >> Options >> Formulas.**

On the right side, under **Error checking rules** uncheck the field called **Formulas which omit cells in a**

**Region.**

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

Ans) To select non adjacent cells, Hold the "Ctrl" key on keyboard and click on the cells that we want to select. Release the "Ctrl" key and drag the mouse over the cells to highlight them.

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

Ans) This is an shortcut to hide columns on a excel sheet. We can also hide column by right clicking and selecting hide option.

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

Ans) If we right-click on a row reference number in Excel and click on "Insert", the new row will be added above the row on which we have clicked