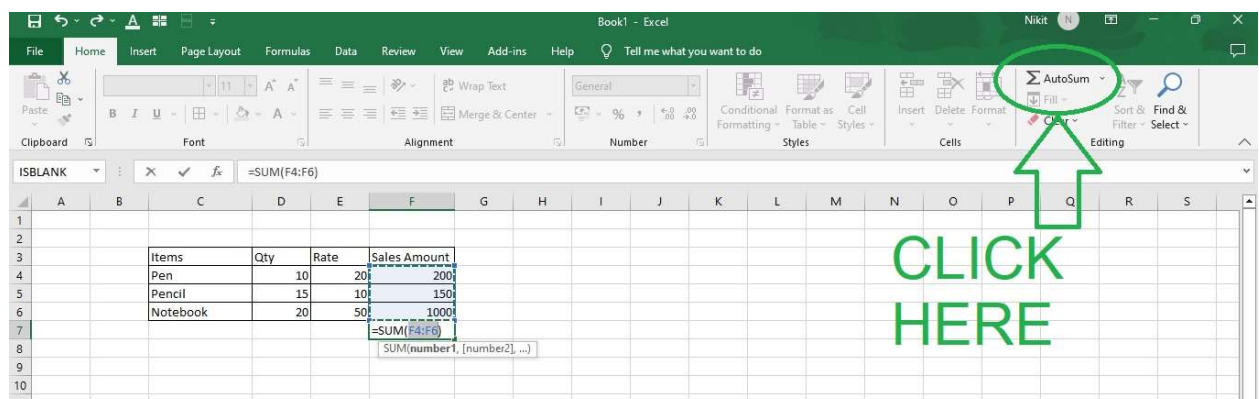


Excel Assignment - 03

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

Ans:-

AutoSum is used to perform the SUM function very fast. While using Sum function, we need to write the whole syntax “=sum(F4:F6)”. But to save time we can use the AutoSum function by just clicking AutoSum Command from Home Menu. The AutoSum can sum the cells above the selected cell.



2. What is the shortcut key to perform AutoSum?

Ans:-

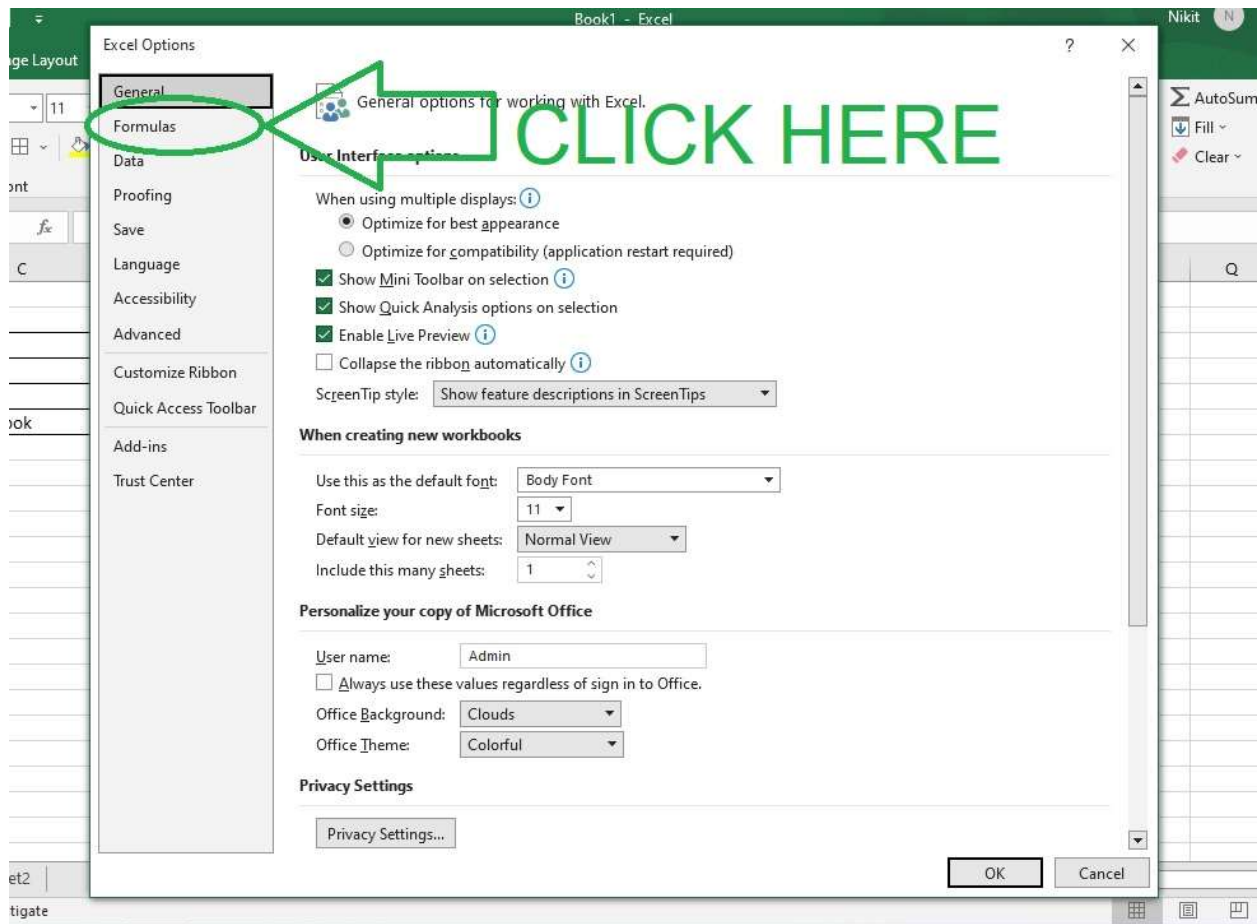
“Alt & +” is the shortcut key to perform AutoSum.

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

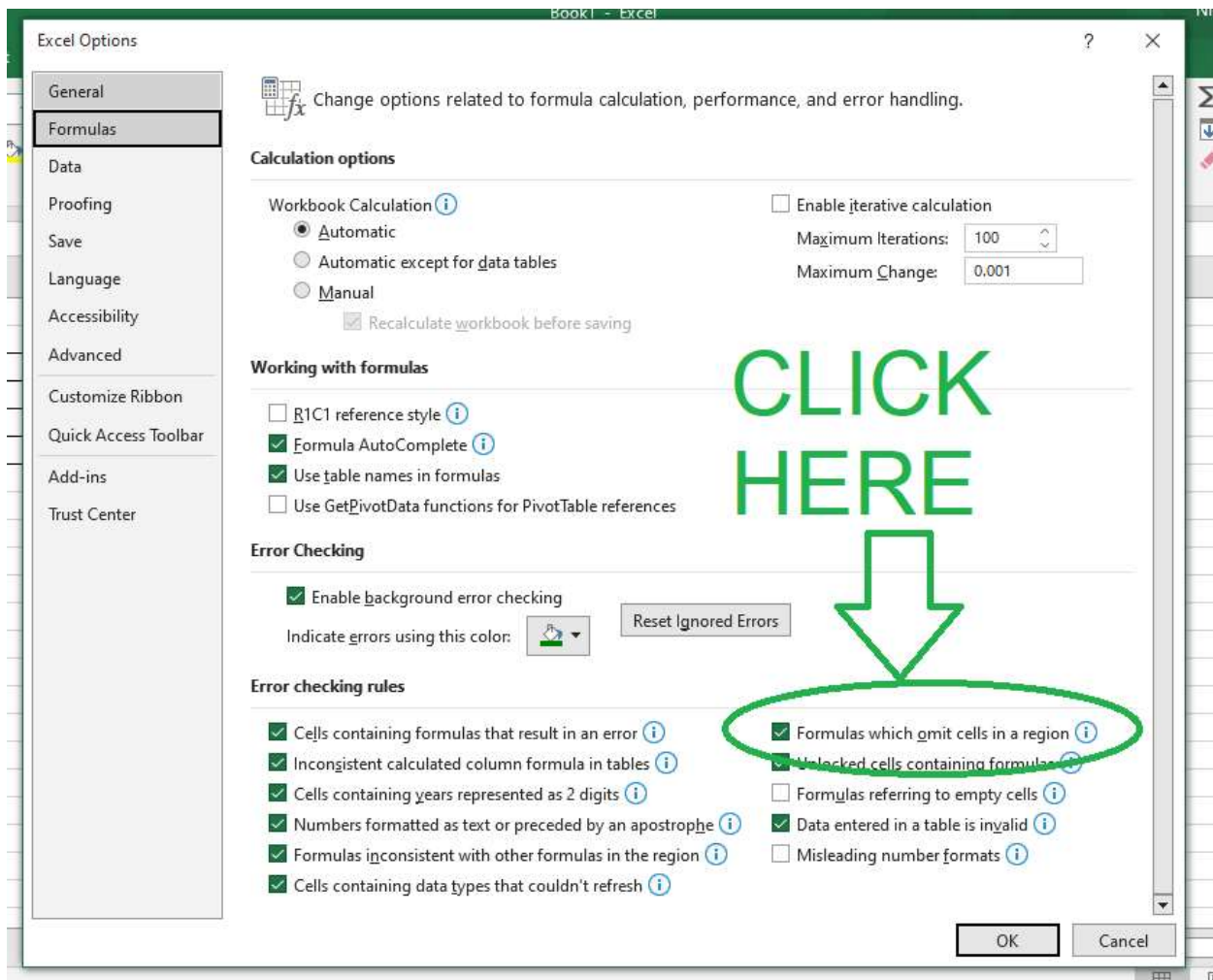
Ans:-

The procedure to get rid of Formula that omits adjacent cells is as below.

1. Click on File Menu and in the File Menu, click on Options.
2. In Options, Click on Formulas



3. In Formulas, Look for the Error Checking Rules and uncheck the “Formulas which omit cells in a region”



4. Click "OK".

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

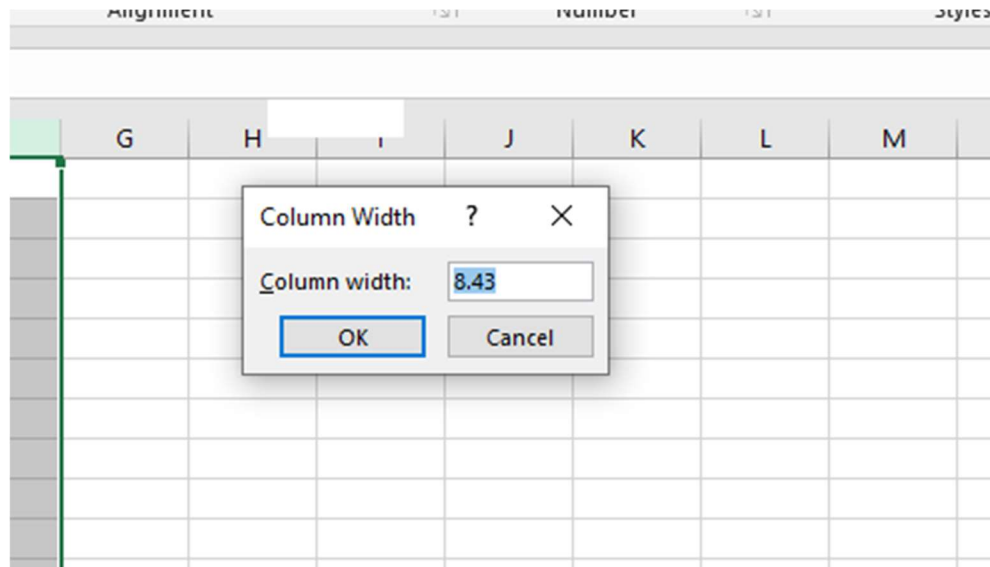
Ans:-

1. Select the data range
2. Click Ctrl+F to find the value which you want
3. Dialogue box will open. Write what you want to find. Click OK
4. The cells will be selected with the value written. Click Find Next to see the another cell containing same value

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

Ans:-

It returns with the Column Width selection.



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

Ans:-

The new row will be inserted before the selected row