Advance Excel Assignment 3

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

Sol : Select a cell next to the numbers (Column /Row) range you want to sum, click AutoSum on the Home tab, press Enter. If you need to sum a column or row of numbers, you can use this Command.

2. What is the shortcut key to perform AutoSum?

Sol : Alt+=

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

Sol : Go to Options and then select Formulas, Look for Error checking rules and uncheck Formulas which omit cells in a region and then Click Ok.

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

Sol : With your mouse, click the first cell you want to highlight, Press and hold the Ctrl key on the keyboard, Click the rest of the cells you want to highlight.

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

Sol: You will have the Column width Dialogue Box opened

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

Sol: You will have the Insert Dialogue Box opened and You can inset rows above.