

Advance Excel Assignment 3

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

Ans. If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

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When you click Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click AutoSum. A formula appears in cell B7, and Excel highlights the cells you're totaling. k AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	=SUM(B3:B6)		
8				

Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.

B7				
	A	B	C	D
1		Jan	Feb	
2	Entertainment			
3	Cable TV	52.98	52.98	
4	Video Rentals	7.98	11.97	
5	Movies	16.00	32.00	
6	CDs	18.99	29.99	
7	Totals	95.95		
8				

2. What is the shortcut key to perform AutoSum?

Ans. AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: **Alt+=**. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

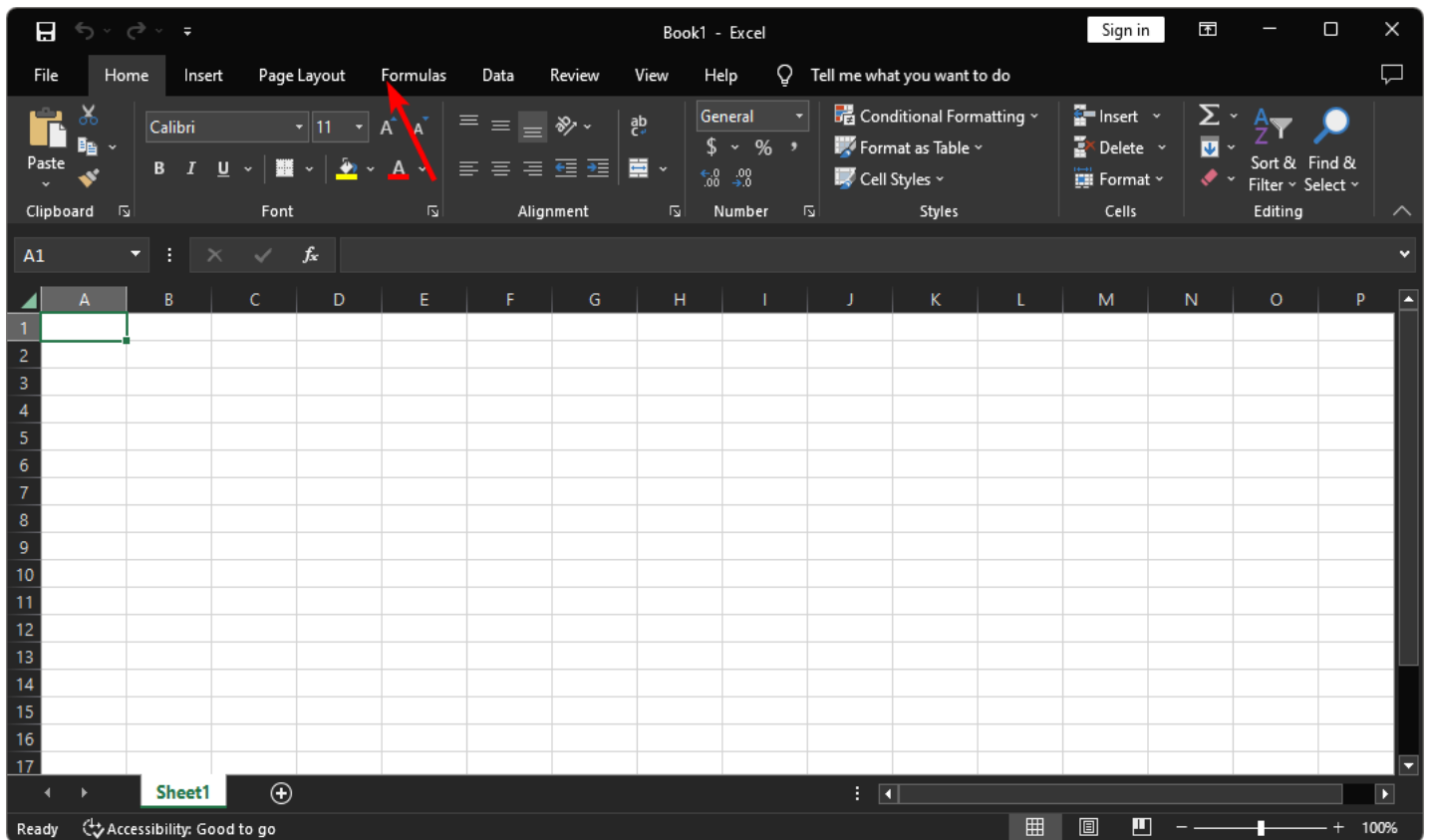
3. How do you get rid of Formula that omits adjacent cells?

Ans. Uncheck formulas that omit cells

Launch your Excel sheet and then click on File. Navigate to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region

The error you are getting means that there are cells near the ones in your formula that are of a similar format and Excel thinks that you might have missed them by accident.

For example, if you had A 1 87 2 76 3 109 4 65. then the formula =SUM(A1:A3) would give a similar error



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

Ans. When you want to select cells on a google sheet, you have four options. Anyone wanting to know how to select non adjacent cells in Excel can follow the same simple steps.

Selecting Non Adjacent Cells with a Mouse

Along with your mouse, you also need the computer keyboard to select one or more rows and columns.

Click on the cell.

Press the Control key on the keyboard. Keep holding it down while you are selecting cells.

Hold the left-click button on the mouse and drag it to the cells you want to select.

Selecting Non Adjacent Cells with a Keyboard

Using your keyboard and mouse to select cells is the easiest method. You can also lose the mouse and only use your keyboard. If you want to know how to select non-adjacent cells in the online excel app, this is the best method.

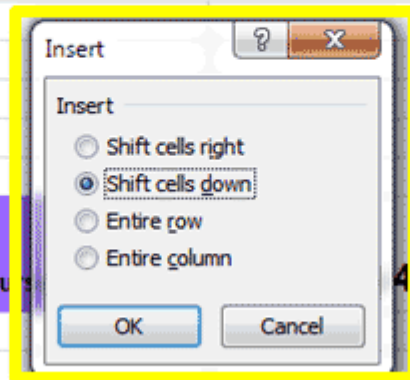
- I. Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.

- II. Hold down the F8 key; it's at the top of your keyboard. Check your status bar it should read Extend Selection.
- III. Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activated the Extend Selection mode, so you automatically have a selection of the adjacent cells.
- IV. When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

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

Ans. the contents of the first cell in the selected column will be replaced with the letters 'O-C-W'

	A	B	C	D	E
1	FLIGHT TIMES				
2	DAY	OUT	IN		
3	MONDAY	13:02:00	13:52:00		
4	TUESDAY	13:00:00	13:58:00		
5	WEDNESDAY	13:42:00	14:40:00		
6	THURSDAY				
7	FRIDAY				
8	SATURDAY				
9	SUNDAY				
10					
11	Flying hours		45 minutes		
12					
13					
14					
15					
16					



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

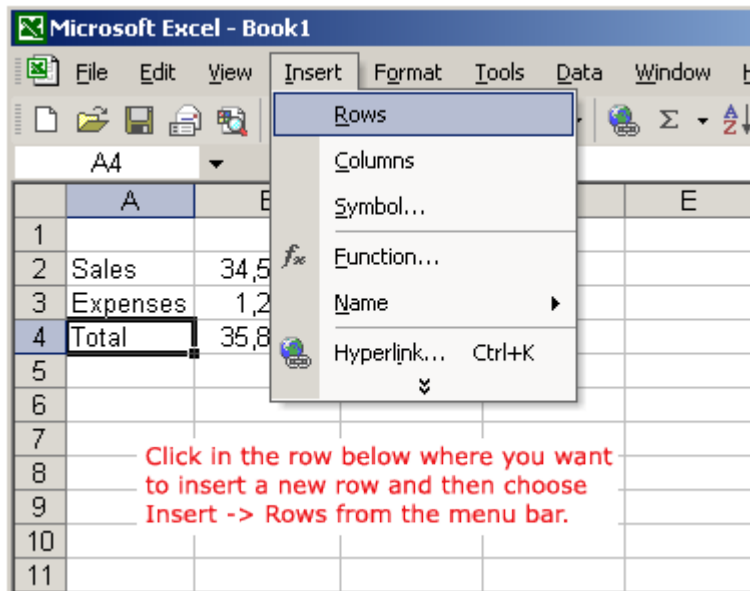
□ Ans. A new row is inserted above the cell(s) you originally selected.

To insert a row:

Click anywhere in the row below where you want to insert the new row.

Choose Insert

- ☐ A new row is inserted above the cell(s) you originally selected.



- ☐

iNeuron

