**EXCEL ASSIGNMENT -3**

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

**A.1 T**he AutoSum command in excel is a convenient way to quickly perform common calculations on range of cells, such as sum, average, count, min, etc. We can use the Auto-sum command when we want to:

* Save time and avoid typing formulas manually.
* Summarize data in a list or table by applying different function to different rows and columns. You can also create subtotals and grand totals for different groups or categories of data.
* Exclude hidden or filtered rows from your calculations.

🡪To use the Auto-sum command in excel,

* Select a cell next to numbers you want to calculate. To calculate a column, select the cell below the last value in the column. To calculate a row, select the cell to the right of the last value in the row.
* Click the Auto-sum button on the Home tab or the Formulas tab. You can also use the Keyboard shortcut Alt + =. Excel will display the formula with the suggested function and the range of cells to be added.
* Press Enter to complete the formula. Excel will show the total value in the selected cell.

**Q.2** What is the shortcut key to perform AutoSum?

A.1 The shortcut key to perform Auto-sum in Excel is **Alt + =.**

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

**A.3** The formula that omits adjacent cells error in excel means that our formula may have skipped some cells that contain values in the same region. For example, if we use =SUM(A1:A3) but A4 also have a value, Excel Will Warn that you might have missed A4 by mistake.

There are few ways to fix this error, depending on our situation:

* If we want the omitted cells in our formula, we can edit the formula to include the correct range. For e.g. Change = SUM(A1:A3) to =SUM(A1:A4)
* If we want to exclude the omitted cells from our formula, we can change their format to text. This way, Excel will not consider them as numbers and will not warn you about them.
* If we are sure that our formula is correct and we want to ignore the error, we can click on the yellow error icon and choose Ignore Error from the menu. This will remove the green triangle from the cell, but the error will still appear if you run the error checking tool.
* If we want to disable the error checking rule for this error permanently, you can go to File> Options > Formulas and uncheck the box for Formulas that omit cell in a region. This will stop Excel from showing this error for any formula in any workbook.

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

**A.4** To select non-adjacent cells in Excel 2016:

1. Using the Mouse and Keyboard

* Click on the first cell you want to select.
* Hold the Control key on your keyboard.
* Left-click on the mouse and drag to make the selection.
* Continue to hold the control key.
* Place he cursor on the second cell/range you want to select.
* Left-click on the mouse and drag to make the selection.
* Release the control key.

2. Using the Keyboard only.

* Place the cursor on the first cell you want to select.
* Press the F8 key. This will put your system in the ‘Extend Selection’ mode.
* Use the arrow keys to make the selection.
* Hold the shift key and press the F8 key. This removes the ‘Extend Selection’
* Mode and changes it to ‘Add or remove Selection’.
* Use the arrow keys to place the cursor on the next cell that you want to include in the selection.
* Press the F8 key again. Use the arrow keys to make the selection.
* Hold the Shift Key and press the F8 key. This Removes the ’Extend Selections’.

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

**A.5** When we select a column in excel, hold down the Alt key, and press the letters “o”, “c”, “w” in quick succession, we are using a keyboard shortcut to manually set the width of the selected column. This is a handy shortcut for adjusting column width without having navigate through the excel menu.

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

A.6 When we right click on the row reference number and click on insert, , a new row will be added above the selected row. This is quick way to insert a new row without having to navigate through the excel menu.