

Assignment-3

iNeuron

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

Ans:- If we 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 we are done.

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

Ans:- The Autosum Excel Function can be accessed by typing **ALT + the =** sign in a spreadsheet.

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

Ans:- **To turn off the notification "Formula Omits Adjacent Cells" we are getting, we have to follow the steps below:**

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

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

Ans:- To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, **hold Ctrl and select the cells.**

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

Ans:- The column width dialogue box opens allowing you to set the exact width of the column.

Q.6. 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 and click on Insert, A new row is inserted above the cell which we originally selected.

