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FSDA Batch 1

Excel Assignments

### **Assignment 3**

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

The AutoSum command in Excel is used to quickly sum a range of cells. To use the AutoSum command, you can click on the AutoSum button on the Home tab of the ribbon, or you can use the keyboard shortcut Alt + =. When you click on the AutoSum button or use the keyboard shortcut, Excel will automatically select a range of cells that it thinks you want to sum, and will enter a formula in the cell below the selected range to calculate the sum. If the selected range is correct, you can press Enter to accept the formula. If the selected range is not correct, you can adjust it by dragging the selection handles or by using the arrow keys.

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

The shortcut key to perform AutoSum is Alt + =. To use this shortcut, press and hold the Alt key on your keyboard, and then press the = key. This will activate the AutoSum command and cause Excel to select a range of cells to sum.

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

To get rid of a formula that omits adjacent cells, you can either delete the formula or edit the formula to include the omitted cells. To delete the formula, you can select the cell that contains the formula and press the Delete key on your keyboard. To edit the formula, you can click on the cell that contains the formula, and then make the necessary changes to the formula in the formula bar.

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

To select non-adjacent cells in Excel 2016, you can use the following steps:

- Click on the first cell that you want to select.
- Hold down the Ctrl key on your keyboard, and then click on each of the other cells that you want to select.
- Release the Ctrl key when you are finished selecting cells.

Alternatively, you can use the mouse to drag a selection around the cells that you want to select. To do this, click on the first cell that you want to select, hold down the left mouse button, and then drag the mouse to the last cell that you want to select. Release the mouse button when you are finished selecting cells.

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

If you choose a column, hold down the Alt key, and press the letters ocw in quick succession, Excel will open the "Column Width" dialog box. This dialog box allows you to specify a specific width for the selected column, or to fit the column to the widest cell in the column.

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

If you right-click on a row reference number in Excel and click on "Insert", Excel will insert a new row above the row that you right-clicked on. For example, if you right-click on row 3 and click on "Insert", Excel will insert a new row above row 3, and the rows below row 3 will be shifted down by one row.