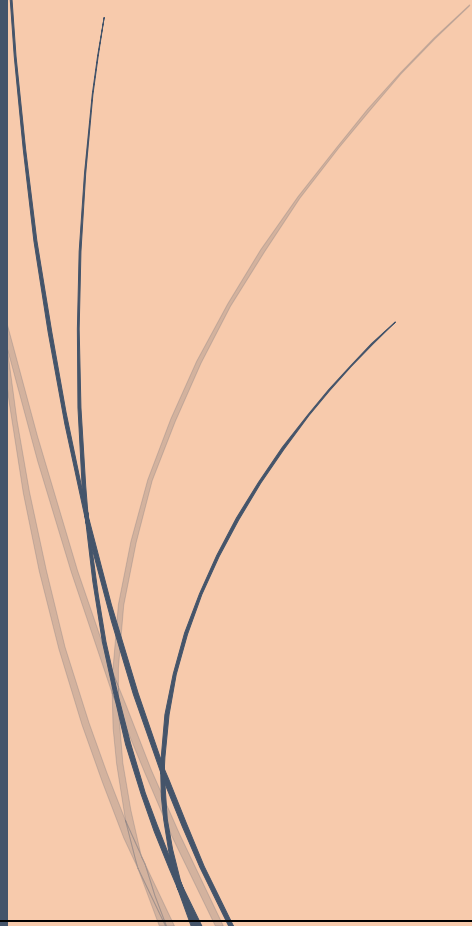1/3/2023

# iNeuron

Assignment - 3

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

Solution: We can use Auto Sum by following below steps

Step 1: Select the cell in which you want to get resultant value

Step 2: Go on Home section

Step 3: Select AutoSum Option

Step 4: We will get resultant value as shown below

| Name | Science | SST | English | Total | |
|------|---------|-----|---------|-------|--|
| Charchit | 90 | 99 | 77 | =SUM(H9:J9) | |
| Ikshita | 85 | 89 | 66 | SUM(**number1**, [number2], ...) | |
| Raj | 76 | 76 | 99 | | |
| Aakash | 89 | 67 | 67 | | |

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

Solution: Shortcut key is, ALT + =

| Name | Science | SST | English | Total | |
|------|---------|-----|---------|-------|--|
| Charchit | 90 | 99 | 77 | 266 | |
| Ikshita | 85 | 89 | 66 | =SUM(H10:J10) | |
| Raj | 76 | 76 | 99 | SUM(**number1**, [number2], ...) | |
| Aakash | 89 | 67 | 67 | | |

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

Solution: Below is the example where we are getting Formula Omits Adjacent Cells error.

To get rid of this error, click on yellow sign and select ignore this error

| | Jan-19 | |
|---|---|---|
| | 134 | |
| | 156 | |
| | 189 | |
| | 190 | |
| Total ⚠ ▾ | 669 | |

Formula Omits Adjacent Cells

Update Formula to Include Cells

Help on this Error

Ignore Error ✔

Edit in Formula Bar

Error Checking Options...

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

Solution: Steps are given below

Step 1: Select any cell first

Step 2: Now, press SHIFT + F8

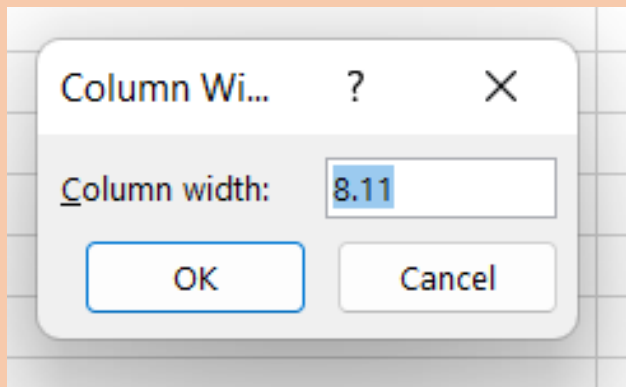Step 3: Now, below you will get Add or remove option, click on that

Step 4: Now simply select remaining cells

Below is an example I performed

| | | Ikshita | | |
|---|---|---|---|---|
| | | Charchit | | |
| | | Aakash | | |
| | | | | |
| | | | | |
| Hello | | | | |
| Hii | | | | |
| Good Morning | | | Udaipur | |
| | | | Jaipur | |
| | | | Bangalore | |

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

Solution: We get an option to define column width

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

Solution: A row will be added above selected row

Below is example of before and after inserting

Before:

| 10 | Charchit |
|----|----------|
| 11 |          |
| 12 |          |
| 13 | Mangal   |
| 14 |          |

After:

| 10 | Charchit |
|----|----------|
| 11 |          |
| 12 |          |
| 13 |          |
| 14 | Mangal   |
| 15 |          |