Advance Excel Assignment 3

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

The AutoSum command in Excel is a quick and easy way to calculate basic arithmetic operations such as sum, average, count, max, min, etc. for a range of cells.

To use AutoSum, follow these steps:

1. Select the cell where you want to display the result of the calculation.
2. Click on the AutoSum button in the Editing group on the Home tab, or use the keyboard shortcut "Alt + =".
3. Excel will automatically select the range of cells adjacent to the active cell that it thinks you want to include in the calculation.
4. Press Enter to accept the default selection and complete the calculation.

AutoSum can be particularly useful when working with large datasets or when you need to quickly calculate a sum or other basic statistical function. It can also be helpful when you need to add new data to a range, and want to quickly update the calculations without having to manually adjust the range of cells included in the calculation.

However, it's important to note that AutoSum may not always select the range of cells that you want to include in the calculation, particularly if your dataset has empty cells or cells that do not contain data. In such cases, you may need to manually adjust the range of cells included in the calculation by selecting them with your mouse or keyboard.

In summary, AutoSum is a useful command in Excel for quickly calculating basic arithmetic operations. It is particularly helpful for working with large datasets and when you need to quickly update calculations. However, it's important to double-check the range of cells selected by AutoSum to ensure that it is including the cells you want to include in the calculation.

2. What is the shortcut key to perform AutoSum?

The keyboard shortcut to perform AutoSum in Excel is "Alt + =". This shortcut key will automatically select the range of cells adjacent to the active cell and add the appropriate function (e.g., SUM, AVERAGE, COUNT, MAX, MIN) to calculate the values in the range. This is a quick and easy way to perform basic calculations in Excel without having to type in the function manually or select the range of cells with your mouse.

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

If a formula in Excel omits adjacent cells that you want to include in the calculation, you can modify the formula to include the missing cells. Here's how:

1. Select the cell containing the formula you want to modify.
2. Click in the formula bar at the top of the worksheet to edit the formula.
3. Move the cursor to the location in the formula where you want to add the missing cells.
4. Type a "+" symbol to indicate that you want to add a new value to the formula.
5. Select the cells you want to include in the formula by clicking and dragging the mouse over them, or by using the arrow keys on your keyboard.
6. Press Enter to complete the formula and calculate the new result.

By adding the missing cells to the formula using the "+" symbol, Excel will include those cells in the calculation and update the result accordingly. This can be a quick and easy way to modify a formula and ensure that all relevant cells are included in the calculation.

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

To select non-adjacent cells in Excel 2016, you can use the "Ctrl" key on your keyboard. Here's how:

1. Click on the first cell you want to select and hold down the "Ctrl" key.
2. While holding down the "Ctrl" key, click on each additional cell you want to select. You can select cells that are not adjacent to one another by clicking on them while holding down the "Ctrl" key.
3. Once you have selected all the cells you want, release the "Ctrl" key.

You can also select a range of non-adjacent cells by using the "Shift" key in combination with the "Ctrl" key. Here's how:

1. Click on the first cell in the first range of cells you want to select.
2. Hold down the "Shift" key and click on the last cell in the first range of cells you want to select.
3. Release the "Shift" key, and then hold down the "Ctrl" key.
4. While holding down the "Ctrl" key, click on each additional cell or range of cells you want to select. You can select cells or ranges of cells that are not adjacent to one another by clicking on them while holding down the "Ctrl" key.
5. Once you have selected all the cells and ranges of cells you want, release the "Ctrl" key.

These techniques can be useful when you need to select specific cells or ranges of cells that are not adjacent to one another, such as when copying or formatting specific data in a large dataset.

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 in Excel, hold down the Alt key, and press the letters "ocw" in quick succession, it will hide the selected column. This keyboard shortcut is a quick and easy way to hide a column in Excel without having to use the mouse to access the "Hide" command in the "Format" menu or the "Home" tab.

To unhide a hidden column in Excel, you can use a similar keyboard shortcut. Just select the adjacent columns on either side of the hidden column, hold down the Alt key, and press the letters "ocu" in quick succession. This will unhide the hidden column and restore it to its original location in the worksheet.

Note that hiding a column in Excel does not delete or remove the data in that column; it simply makes it temporarily invisible. If you need to permanently remove a column of data from your worksheet, you can use the "Delete" command in the "Home" tab or the "Right-click" menu.

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", the new row will be inserted above the selected row. This means that the existing rows will shift down by one row, and the new row will occupy the position of the selected row.

For example, if you right-click on row 5 and select "Insert", a new row will be inserted above row 5. The existing row 5 will become row 6, row 6 will become row 7, and so on. The new row will become row 5 and will be blank by default, unless you have copied or filled any data or formulas into it.

You can also insert multiple rows at once by selecting multiple rows before right-clicking and selecting "Insert". In this case, the new rows will be inserted above the selected rows and will shift the existing rows down accordingly.