

Advanced Excel Assignment (3).

① How and when to use the Auto Sum command in Excel?

Soln We used the AutoSum, if we need to sum a column or row of numbers,

Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and the excel will automatically enter a formula to sum the numbers.

② What is the shortcut key to perform AutoSum?

Soln Alt + = (press alt with '=' sign together).
This will automatically select all the number in that row or column.

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

Soln

To get rid of formula that exists adjacent cells, here are the steps to follow

- ① open the excel & click on File!
- ② Go to options & then select Formulas.
- ③ Look for Error checking rules & uncheck "Formulas which omit cells in a region".
- ④ click 'OK'.

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

Soln

To select non adjacent cells, select the range by holding "Ctrl".

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

Soln

If we choose a column, hold down the Alt key and press the letters ocw in quick succession then it will return the Column Width.

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

Soln

The row will be added on the top of the reference number. (above)