

ASSIGNMENT 3 FOR ADVANCED EXCEL

1. How and when to use the Autosum command in Excel?

Create a column or row of numbers that you want to add.

Click at the bottom of the column or the right of the row.

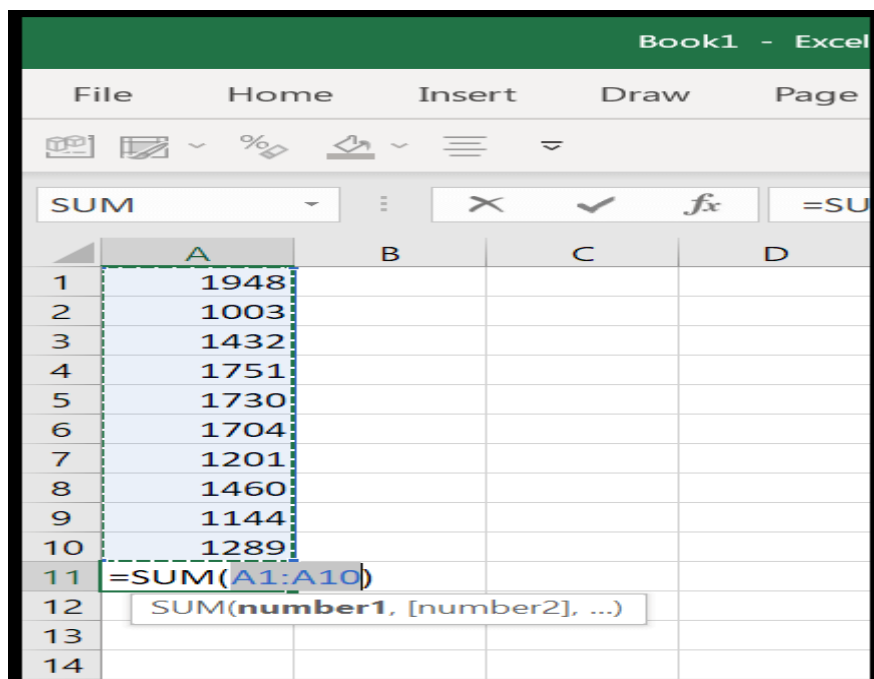
Click the Formulas tab.

Click the AutoSum icon in the Function Library group.

Excel automatically creates a SUM function in the cell you chose in Step 2 and highlights all the cells where it will retrieve data to add. (If you accidentally click the downward-pointing arrow under the AutoSum icon, a pull-down menu appears. Just choose Sum.)

Press Enter. Excel automatically sums up all the cell references.

Shortcut key: ALT + =



2. What is the shortcut key to perform Autosum?

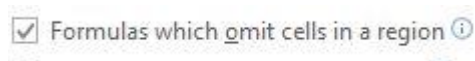
Shortcut key: ALT + =

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

Open Excel and then click on File.

Go to options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.



Click Ok.

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

Click on the first cell that you want to be selected. This will now become the active cell

Hold the Control key on your keyboard

Left-click on the mouse and drag to make the selection

Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key

Place the cursor on the second cell/range that you want to select

Left-click on the mouse and drag to make the selection

Leave the mouse click. This would select two non-contiguous ranges of cells.

Release the Control key.

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

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

You can insert a value in the column width dialogue box for how wide you would like a column to be. This is especially useful if you have several non- adjacent columns that you need to be the same width.

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

Insert or delete a column

1. Select any cell within the column, then go to **Home > Insert > Insert Sheet Columns** or **Delete Sheet Columns**.
2. Alternatively, right-click the top of the column, and then select **Insert** or **Delete**.

Insert or delete a row

1. Select any cell within the row, then go to **Home > Insert > Insert Sheet Rows** or **Delete Sheet Rows**.
2. Alternatively, right-click the row number, and then select **Insert** or **Delete**.

Formatting options

When you select a row or column that has formatting applied, that formatting will be transferred to a new row or column that you insert. If you don't want the formatting to be applied, you can select the **Insert Options** button after you insert, and choose from one of the options as follows:

	A	B	C	D	E
1	Data1		Data2	Data3	Data
2	0.01871		9551	0.323264	0.21415
3	0.187181				
4	0.86551				
5	0.79091				
6	0.278499				

☒ Format Same As Left
☐ Format Same As Right
☐ Clear Formatting

If the Insert Options button isn't visible, then go to **File > Options > Advanced >** in the **Cut, copy and paste** group, and check the **Show Insert Options buttons** option.