Excel Assignment – 3

1. The AutoSum is used to sum the column or row of numbers. We can use the AutoSum on the Home tab, it will automatically enters the formula that uses the SUM function to sum the numbers.
2. The shortcut to perform the AutoSum function is to select all the numbers in the list and use the shortcut SHIFT+T to perform SUM function.
3. To get rid of Formulas that omits adjacent cells select File->Options->Formulas. In the Formulas select Error checking rules and uncheck Formulas which omit cells in a region.
4. To select the non-adjacent cell in excel select the cell, press and hold the Ctrl key on the keyboard to select the non-adjacent cell.
5. It will uses the autofill function to duplicate the content present in the column to the another column till dragging it.
6. If we right click on the row reference number and click on Insert the new row is inserted above the cells where the row originally selected.