Advance Excel Assignment 3

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

ANS.--This Is for how to use

Select a cell next to the numbers you want to sum:

To sum a column, select the cell immediately below the last value in the column.

Click the AutoSum button on either the Home or Formulas tab.

Press the Enter key to complete the formula.

--This is for when to use

We use when we are working with more numbers

1. What is the shortcut key to perform AutoSum?

ANS. The shortcut key is Alt+= .

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

ANS. Adjacent cell: A cell that is in the same row as and adjoins the current cell in a worksheet.

A)Open Excel and then click on File.

B)Go to Options and then select Formulas.

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

D)Click OK.

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

ANS. If you need to select non-adjacent cells that are not in a contiguous range, you can do so using the Ctrl key: Click on the first cell you want to select. Hold down the Ctrl key (or Command key on Mac). Click on each individual cell to be selected.

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

ANS. Alt + OCW : Changes column width

1. If you right-click on a row reference number and click on Insert, where will the row Be added?

ANS. It provides with Inserting cell of rows or columns wherever we want