Advance Excel Assignment 3
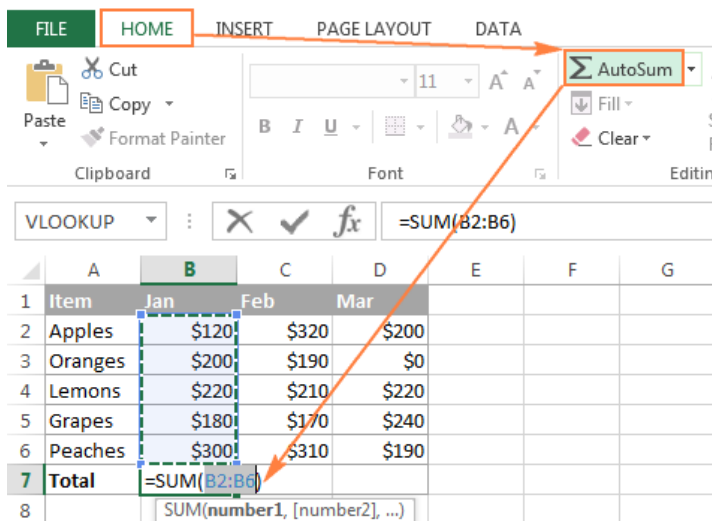
1. How and when to use the AutoSum command in excel?

Ans- Autosum is a built-in summation feature to automatically add up numbers in a few clicks.

How to use AutoSum command

>Keyboard shortcut key   Alt+=

>Home tab>Editing Group>AutoSum button

When to use AutoSum

>Quick Calculations- through AutoSum button

>Updating calculations-when a number is added or removed

>Calculating totals-on selected columns or rows

>To check calculation error

2. What is the shortcut key to perform AutoSum?

Ans- Alt+= is the shortcut key to perform AutoSum.

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

Ans- Formula that omits adjacent cells is an error which can be resolved by

a)By unchecking formula that omit cells
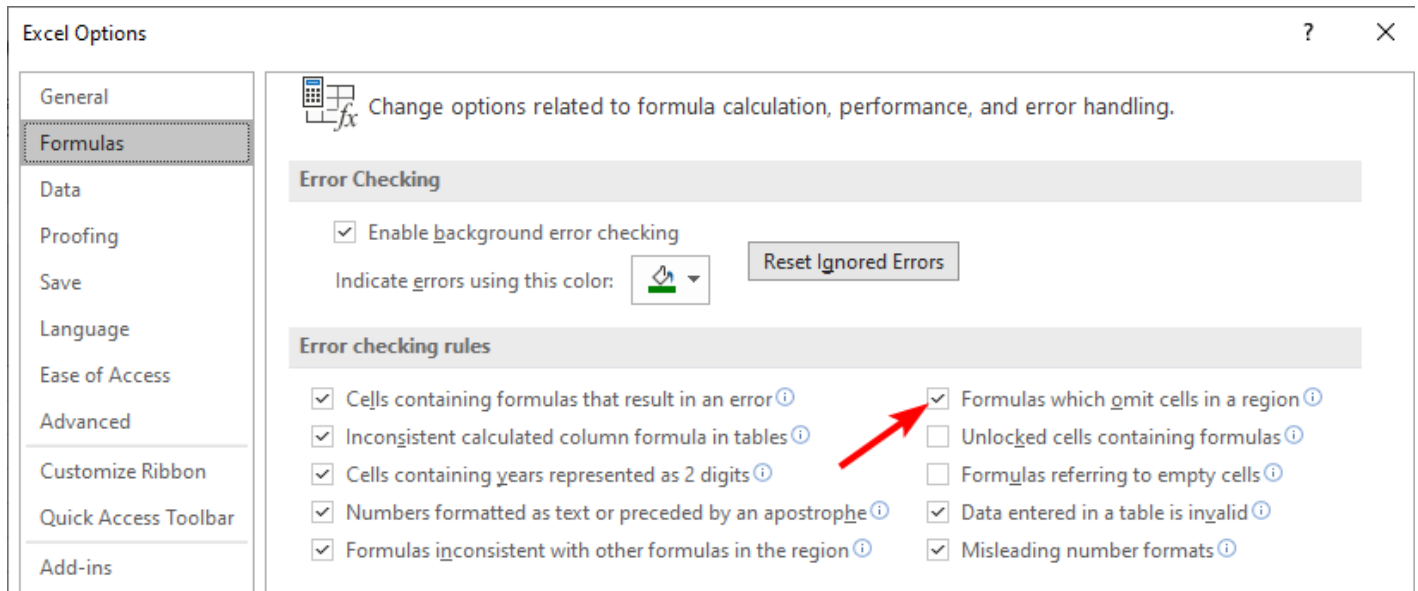
b)<u>Switch from absolute to relative reference</u> by clicking F4 key

c)<u>Update formula</u> to include the cells

4. How do you select non-adjacent cells in Excel 2016?
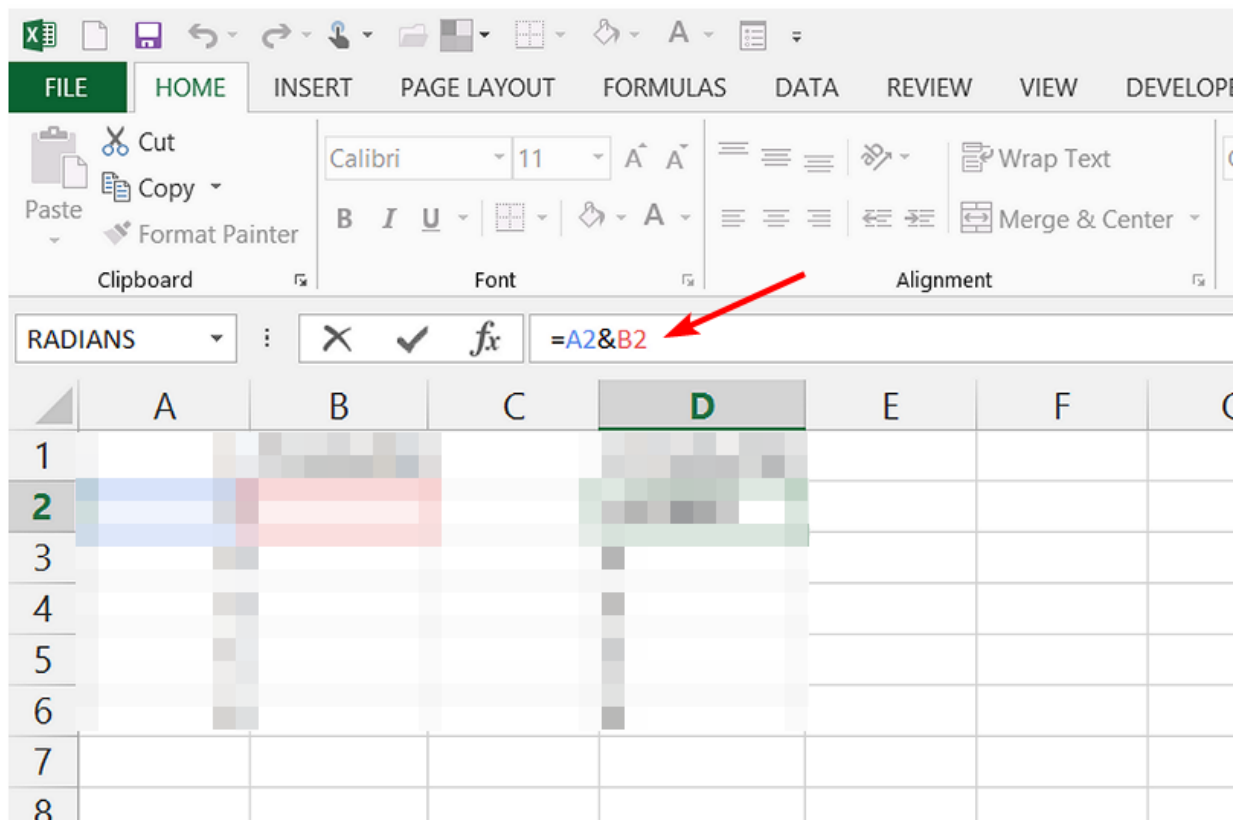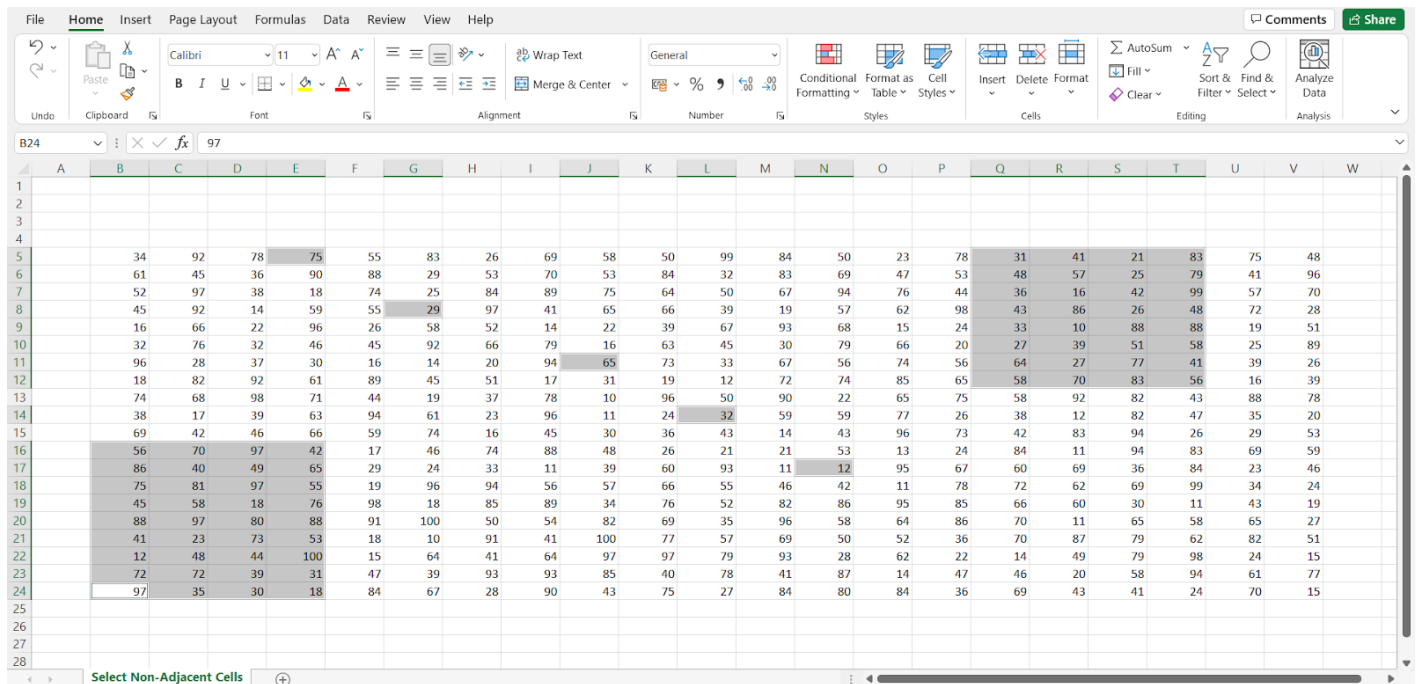
Ans- Non adjacent cells in Excel 2016 can be selected through multiple steps such as

a)Using CTRL Key- Hold CTRL key and select cells

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
5		34	92	78	75	55	83	26	69	58	50	99	84	50	23	78	31	41	21	83	75	48	
6		61	45	36	90	88	29	53	70	53	84	32	83	69	47	53	48	57	25	79	41	96	
7		52	97	38	18	74	25	84	89	75	64	50	67	94	76	44	36	16	42	99	57	70	
8		45	92	14	59	55	29	97	41	65	66	39	19	57	62	98	43	86	26	48	72	28	
9		16	66	22	96	26	58	52	14	22	39	67	93	68	15	24	33	10	88	88	19	51	
10		32	76	32	46	45	92	66	79	16	63	45	30	79	66	20	27	39	51	58	25	89	
11		96	28	37	30	16	14	20	94	65	73	33	67	56	74	56	64	27	77	41	39	26	
12		18	82	92	61	89	45	51	17	31	19	12	72	74	85	65	58	70	83	56	16	39	
13		74	68	98	71	44	19	37	78	10	96	50	90	22	65	75	58	92	82	43	88	78	
14		38	17	39	63	94	61	23	96	11	24	32	59	59	77	26	38	12	82	47	35	20	
15		69	42	46	66	59	74	16	45	30	36	43	14	43	96	73	42	83	94	26	29	53	
16		56	70	97	42	17	46	74	88	48	26	21	21	53	13	24	84	11	94	83	69	59	
17		86	40	49	65	29	24	33	11	39	60	93	11	12	95	67	60	69	36	84	23	46	
18		75	81	97	55	19	96	94	56	57	66	55	46	42	11	78	72	62	69	99	34	24	
19		45	58	18	76	98	18	85	89	34	76	52	82	86	95	85	66	60	30	11	43	19	
20		88	97	80	88	91	100	50	54	82	69	35	96	58	64	86	70	11	65	58	65	27	
21		41	23	73	53	18	10	91	41	100	77	57	69	50	52	36	70	87	79	62	82	51	
22		12	48	44	100	15	64	41	64	97	97	79	93	28	62	22	14	49	79	98	24	15	
23		72	72	39	31	47	39	93	93	85	40	78	41	87	14	47	46	20	58	94	61	77	
24		97	35	30	18	84	67	28	90	43	75	27	84	80	84	36	69	43	41	24	70	15	

Select Non-Adjacent Cells

b)<u>Using function keys-</u> Press key F8 for extended selection mode and use it with <u>Shift key</u>

c)<u>Using Name Box</u>- located at the top left corner

d)Using <u>GO-TO</u> option through dialogue box

e)Using <u>Find and Replace</u> Function.

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

Ans- Alt+"OCW" in quick succession when a column is selected activates the Filter drop-down menu, clears any applied filters, and allows to toggle text wrapping for selected cells
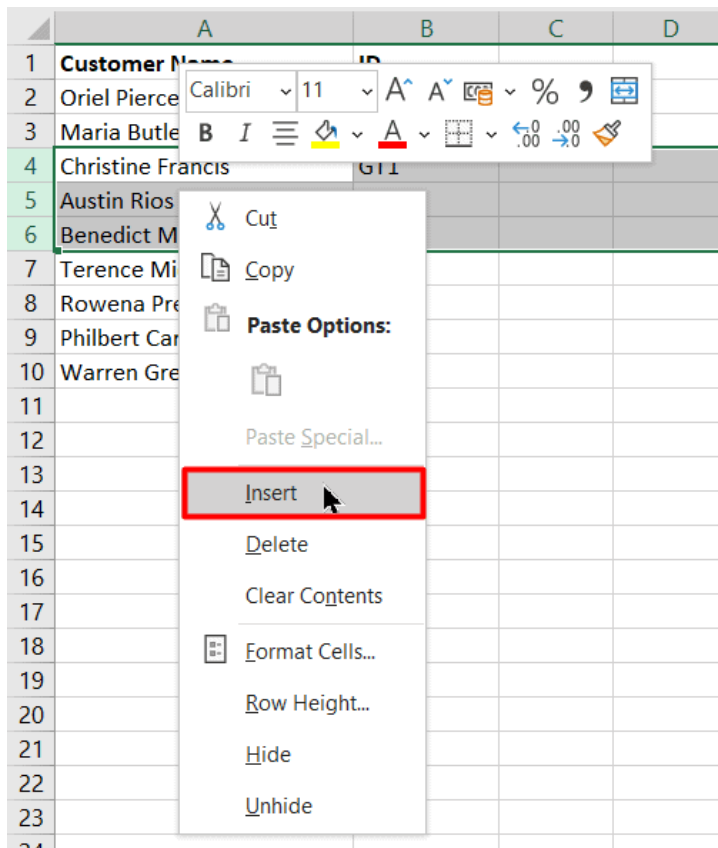
a)"O"- activates filter drop down menu

b)"C"- selects clear filter option

c)"W"- wraps text option

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

Ans- The row will be added above row reference number