Advance Excel Assignment 3

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

2. What is the shortcut key to perform AutoSum?

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

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

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

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

1A) How :- In the Home Tab → Go to Editing Tab → Select Auto Sum option. This will give the Sum of all the numbers in the Selection.

When :- If we need to Sum a Column or row of numbers we can use AutoSum.

2A) Alt + =

3A) Go to file → Go to options → Select Formulas → Look for error checking rules and uncheck formulas which omit cells in a region, Click ok.

4A) To Select non-adjacent cells. Select the cells by holding Ctrl Key.

5A) The Contents of the first cell in the Selected Column will be replaced with the letters O-C-W.

6A) The row will be added above the row reference which was Selected.