EXCEL ASSIGNMENT 3

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

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click **AutoSum** on the **Home** tab, press **Enter**, and you're done.

When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Here's an example. To add the January numbers in this Entertainment budget, select cell B7, the cell immediately below the column of numbers. Then click AutoSum. A formula appears in cell B7, and Excel highlights the cells you're totaling.

Press Enter to display the result (95.94) in cell B7. You can also see the formula in the formula bar at the top of the Excel window.

Notes:

To sum a column of numbers, select the cell immediately below the last number in the column. To sum a row of numbers, select the cell immediately to the right.

AutoSum is in two locations: Home > AutoSum, and Formulas > AutoSum.

Once you create a formula, you can copy it to other cells instead of typing it over and over. For example, if you copy the formula in cell B7 to cell C7, the formula in C7 automatically adjusts to the new location, and calculates the numbers in C3:C6.

You can also use AutoSum on more than one cell at a time. For example, you could highlight both cell B7 and C7, click AutoSum, and total both columns at the same time.

You can also sum numbers by creating a simple formula.

2. What is the shortcut key to perform AutoSum?

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: **Alt+=**. To use this shortcut, simply hold down the **Alt** key, then press the **equals sign** on your keyboard.

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

The Excel formula omits adjacent cell errors that can occur with mathematical or statistical functions, such as SUM, AVERAGE, COUNT, MIN, and MAX.

This error appears when there are cells with similar values to the one you chose that are not selected. Excel recognizes it as an error and symbolizes it with a little triangle
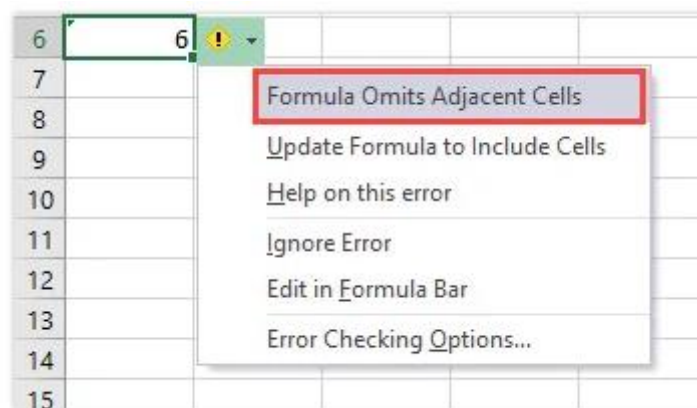
I will illustrate it using the following example.

In cells A7, B7, and C7 you have the SUM function, summing cells in each column. Notice, that in the B and C columns, not all similar values are selected. In the A column, you also don't have all cells selected (A1). But this is not the number type, so Excel understands it.
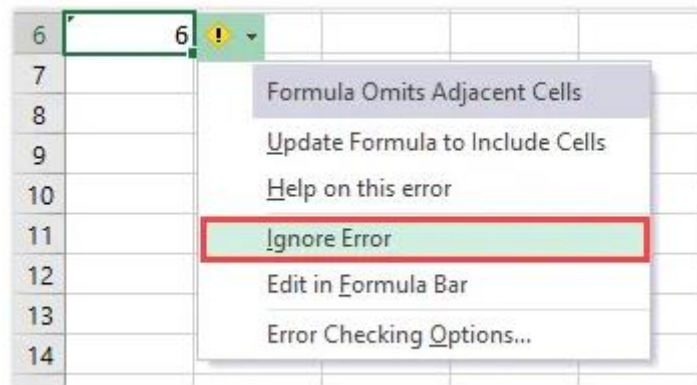
How to get rid of this error?

There are a few ways to make this error disappear.

Change formulas to have B5 and C2 cells included.

Remove values from cells B5 and C2.

Click the ignore error option. You have to do it for each formula.

Getting rid of this error permanently

So far this error will appear until we tweak or work or click each example to ignore this error. But if you want to do this permanently and you don't want Excel to inform you about this type of error, you can change it inside the options.

To do it, go to File >> Options >> Formulas.

On the right side, under Error checking rules uncheck the field called Formulas which omit cells in a region.

After you make this change, Excel will stop irritating you with this error message.

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

When you want to select cells on a google sheet, you have four options. Anyone wanting to know how to select non adjacent cells in Excel can follow the same simple steps.

Selecting Non Adjacent Cells with a Mouse

Along with your mouse, you also need the computer keyboard to select one or more rows and columns.

- Click on the cell.
- Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
- Hold the left-click button on the mouse and drag it to the cells you want to select.

Keep repeating these steps for each cell. It's an easy way to select non adjacent cells.

Selecting Non Adjacent Cells with a Keyboard

Using your keyboard and mouse to select cells is the easiest method. You can also lose the mouse and only use your keyboard. If you want to know how to select non-adjacent cells in the online excel app, this is the best method. You may not be using a mouse if you are working on a mobile device.

Using only a keyboard takes a few more steps than with a mouse. Don't worry. It's still easy to select non adjacent cells.

1. Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.
2. Hold down the F8 key; it's at the top of your keyboard. Check your status bar it should read Extend Selection.
3. Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activated the Extend Selection mode, so you automatically have a selection of the adjacent cells.
4. When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

When you want to select another cell, repeat the four steps. Don't forget to turn off Extend Selection. Leaving it on may prevent you from making any edits or adding new cells to the sheet.

Using the above four steps, you can select two non adjacent cells at a time.

Selecting Non Adjacent Cells with the Name Box

When you want to select one or more cells and don't have a mouse, you can use the Name Box. It only works in Excel, but it's a quick and easy method when you are selecting non adjacent cells.

The Name Box is to the left of the formula bar. It's visible, so it's easy to find.

A handy tip, using the Name Box is the fastest method when you know the name of the cell you want to select. If you don't know the name, it's easier to use the mouse and keyboard.

1. Click the Name Box tab. It opens the dialogue box and moves the cursor inside. Now, you can type in the name of the cell.
2. You can enter the names of one or more cells. If you are searching for multiple cells, separate the names with a comma.
3. Press the Enter key.

Pressing Enter automatically brings up and selects the specified cells. The last cell entered into the Name Box is the active one. It's something you want to remember.

Sometimes, you don't know the name of the cells you want. You can use the Name Box to search for ranges of non adjacent cells.

When you are naming your cells, keep a list or the ranges simple. Naming a range of cells Data 1, Data 2, etc., makes it easier to select them using the Name Box.

Using the Find & Replace Function

When you are looking for cells with a specific value, this is the fastest method. It only takes a few steps, and you can select all of the cells with a certain name or number.

It's a handy tool to use and makes it easy to pull up specific information when needed.

The Find & Replace function works with Windows and Mac, though you may use different commands depending on the operating system.

1. Select the data range.
2. Press down on the Control and F keys simultaneously. Mac users will hold three keys, Command, +, F.
3. A dialogue box will open with two options, Find and Find What. Type the cell's name or value in the Find What field.
4. Click the Find All tab. It's at the bottom of the dialogue box. The function will start searching for all cells that match the entered field.
5. Press the Control and A keys. The selected cells will appear underneath the dialogue box.
6. Close the Find & Replace box. You should have the non adjacent cells you need.

You can select cell contents in Excel using the Find & Replace function. It also allows you to edit any data contained in the cells.

Summary

Whether you want to know how to select non adjacent cells in Excel 2016 or make, the steps are the same. The only difference is using the keyboard. Mac devices use Command keys instead of Control.

With at least four ways to select non adjacent cells, you won't have a problem finding the ones you want. Sizle also has innovative products that will help you save, share, and protect your documents and Excel sheets.

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

Excel Shortcuts

Shortcut	Function
Alt+O R E	Change Row Height (spacer row height=3)
Alt+O C W	Change Column Width
Alt+V C	Insert Comment
Alt+E A M	Clear Comments
Alt+I R	Insert a row
ctrl+Alt+shift+arrows	Apply cell borders
Alt+I R	Insert row
Alt+I C	Insert column
shift+spacebar	Select a row
ctrl+spacebar	Select a column
ctrl+shift+[	fast track, trace precedents for a formula
ctrl+shift+]	fast track, trace dependents for a formula
Alt+E S	Paste Special
ctrl+*	selects text block
ctrl+shift+c	copy format
ctrl+shift+v	paste format
ctrl+pg up	tab up
ctrl+pg down	tab down
ctrl+shift+4	formats for dollars and cents
ctrl+shift+5	formats for percent
F12	Save As
ctrl+;	inserts system date
ctrl+:	inserts system time
ctrl+~	formula view
Alt+D S	to sort selected cells
Alt+Enter	start a new line in the same cell
ALT+O, H, R	Rename the current sheet
ALT+E, M	Move or copy the current sheet
ALT+E, L	Delete the current sheet
ALT+W, F	Freeze Panes

Most Common Excel Shortcuts

Shortcut	Function
F4	Anchoring Cells
Alt+M P	Trace Precedents
Alt+M D	Trace Dependents
Alt+M A	Remove Arrows
Alt+=	Auto sum
ctrl+shift+7	Borders-outside area
ctrl+underscore (ctrl+shift+-)	Borders- remove all
Alt+E A A	Clear
Shift+F2 (or Alt+I M)	Comment- inserting/editing
Alt+E A M	Comment- deleting
ctrl+c/ctrl+x	Copy/Cut
ctrl+v or Enter (after copy/cut)	Paste
ctrl+c, Alt+E S T	copy, paste special formats
ctrl+c, Alt+E S F	copy, paste special formulas
Alt+I E / Alt+E D	insert/delete
ctrl+backspace	deselect to original cell
F2	Edit cell/ Highlight precedents
ctrl+R / ctrl+D	Fill right/ Fill down
ctrl+shift+p	Font- change size (change color with DB macros)
ctrl+1 (or Alt+O E)	Format cells
Alt+I F	Function- inserting
F5 (or ctrl+g)	Go to
F5 (or ctrl+g), Alt+S O X	Go to constants (highlight inputs)
ctrl+arrow keys	Go to end (continguous range)
ctrl+[/ F5, Enter	Go to precedent cell(s) / Return
Alt+D G G	Group rows or columns
Alt+D G H	Hide grouped range
Alt+D G S	Show grouped range
Alt+D G U	Ungroup rows or columns

ctrl+shift+arrow keys	highlight a continuous range
Alt+E M / Alt+C	Move a sheet / copy a sheet
Alt+I N D (or ctrl+F3)	Name a cell
Alt+V P / Alt V N	Page Break Preview/Normal
ctrl+p	Print
Alt+F V	Print preview
ctrl+Y	redo
Alt+O H R	Rename Sheet
F4	Repeat
ctrl+H	Replace
Alt+F T	Excel Options
ctrl+z	undo action
ctrl+tab	Toggle Workbooks
ctrl+pg up / ctrl+pg down	Worksheets- move between
Alt+V Z, ctrl+scroll on mouse / Alt+V Z 1	Zoom- sizing / return to 100%

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

If you right-click on a row reference number and click on Insert then the new row will be added just above the row you have righ clicked upon.