

Advance Excel Assignment 3

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

The AutoSum command in Excel is a convenient tool for quickly adding up a column or row of numbers without manually typing a formula. It is especially useful when you need to perform basic calculations, such as finding the sum of a series of values in a column or row. Here's how and when to use the AutoSum command:

How to Use AutoSum:

1. Select the Cell Below or to the Right of the Data:

- Click on the cell where you want the sum to appear. If you're summing a column, select the cell just below the column of numbers. If you're summing a row, select the cell just to the right of the row of numbers.

2. Go to the "Formulas" Tab:

- Navigate to the "Formulas" tab on the Excel ribbon.

3. Click on "AutoSum":

- In the "Formulas" tab, locate the "AutoSum" button. It looks like the Greek letter sigma (Σ).
- Click on the "AutoSum" button.

4. Verify the Range:

- Excel will automatically suggest a range for the sum based on the adjacent cells with numerical data. You can either press Enter to accept the suggested range or adjust it by clicking and dragging to select a different range.

5. Press Enter:

- Press the Enter key to apply the AutoSum function.

When to Use AutoSum:

1. Summing Columns or Rows:

- AutoSum is particularly handy when you want to quickly find the sum of a column or row of numbers without having to write a formula manually.

2. Rapid Calculation:

- If you need a quick total for a set of values, especially in a simple data set, AutoSum is a time-saving option.

2. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is:

- **Alt + = (Equals key):**
 - Select the cell where you want the sum to appear.
 - Press Alt and the Equals key (=) simultaneously.

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

If you have a formula in Excel that omits adjacent cells or if you want to remove a formula altogether, you can do so by using the following methods:

1. Delete the Cell Contents:

- Select the cell containing the formula.
- Press the Delete key on your keyboard. This removes the formula and its result, leaving the cell blank.

2. Clear Contents:

- Select the cell or range of cells containing the formula.
- Right-click on the selection, choose "Clear Contents" from the context menu.
- This removes the formula and any data in the selected cells, leaving them blank.

3. Edit the Formula to Include Adjacent Cells:

- If the formula needs adjustment to include adjacent cells, click on the cell containing the formula.
- In the formula bar, modify the formula to include the necessary adjacent cells.
- Press Enter to apply the changes.

4. Replace with Values:

- If you want to keep the result of the formula but remove the formula itself, you can replace the formula with its values.
- Select the cell or range of cells with the formula.
- Copy the selection (CTRL + C).
- Right-click on the same selection, choose "Paste Special."
- In the Paste Special dialog box, select "Values," and click OK. This pastes only the calculated values, removing the formulas.

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

In Excel 2016, you can select non-adjacent cells by using either the mouse or the keyboard. Here are two methods:

Method 1: Mouse Selection

1. Click and Hold (Ctrl):

- Click on the first cell you want to select.
- Hold down the **Ctrl** key on your keyboard.

2. Select Additional Cells:

- While holding down **Ctrl**, click on each additional cell you want to include in the selection. You can click on cells that are not adjacent to each other.

3. Release the Ctrl Key:

- After selecting all the desired non-adjacent cells, release the **Ctrl** key.

Method 2: Keyboard Selection

1. Use the Arrow Keys:

- Navigate to the first cell you want to select.

2. Hold Down Shift:

- Hold down the **Shift** key on your keyboard.

3. Use Arrow Keys to Extend Selection:

- While holding down **Shift**, use the arrow keys to extend the selection to include the non-adjacent cells.

4. Release the Shift Key:

- After selecting all the desired non-adjacent cells, release the **Shift** key.

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

In Excel, if you choose a column, hold down the Alt key, and press the letters O, C, W in quick succession, you are activating a keyboard shortcut sequence to wrap the text in the selected column.

Here's a step-by-step breakdown:

1. **Choose a Column:**

- Click on the header of the column you want to format. The entire column should be selected.

2. **Hold Down the Alt Key:**

- Press and hold down the **Alt** key on your keyboard.

3. **Press the Letters O, C, W:**

- While holding down **Alt**, press the letters O, C, W in quick succession.

4. **Release the Alt Key:**

- After pressing the sequence, release the **Alt** key.

Result:

The Alt + O, C, W shortcut sequence triggers the "Wrap Text" command, which causes the text within the selected cells (in this case, the entire column) to wrap within the cell boundaries. This is useful when you have long text strings or multiline content, and you want it to be visible within a single cell without expanding the column width.

The "Wrap Text" feature essentially adjusts the row height to accommodate the wrapped text, making it easier to read and preventing it from overflowing into adjacent cells. Keep in mind that if the column width is not sufficient to display the wrapped text, you may still need to adjust the column width manually.

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

When you right-click on a row reference number in Excel and choose "Insert," the new row will be added above the row that corresponds to the row reference number you right-clicked.

Here's a step-by-step explanation:

1. **Select a Row:**

- Right-click on the row number (the gray area on the left side of the worksheet) where you want to insert a new row.

2. **Choose "Insert":**

- From the context menu that appears, choose "Insert."

3. **New Row Addition:**

- Excel will insert a new row immediately above the row that corresponds to the row reference number you right-clicked.

For example, if you right-click on the row number "3" and choose "Insert," a new row will be added above the existing row 3, shifting the contents of row 3 and all the rows below it down by one row.