Advance Excel Assignment 3

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

Ans =>

**How to use Autosum commands**:

1. Summing a Column or Row: Click the cells where you want the sum to appear.
2. Go to the “Home” tab on the Excel ribbon.
3. Click on the “AutoSum” bottom in the “Editing” group

**When to Use AutoSum:**

**1.Quick Totals:** when you want quick total for a column or row of numbers.

**2.Data Validations:** to quickly validate the totals of a set of number.

1. **What is the shortcut key to perform AutoSum?**

Ans => **“ Alt + Shift += ”** is the short cut key to perform the AutoSum in Excel.

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

Ans => **Edit the Formula Directly:**

1. Select the Cell with the Formula: Click the cell containing the formula you want to edit
2. Enter Edit mode: press ‘F2’ on your keyboard. This put cell in the edit mode.
3. Adjust the Formula: Modify the formula to include the adjacent cells that were omitted.

Ensure that your formula is correctly referreing all the necessary cells.

4. Press “Enter ” on your keyboard to exit edit mode and apply the changes.

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

Ans => **Using Ctrl Key:**

1.Select the first Cell: click on the cell you want to select.

2.Hold the Ctrl Key: while holding the ‘ctrl’ key on your keyboard, click on the each additional cell you want to select.

3.Release the Ctrl Key: After selecting all the non-adjacent cells you need, release the ‘Ctrl’ key.

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

Ans => If you choose a column in Excel, hold down the Alt key, and press the letters “o”, “c”, “w” inquick sucession, it invokes a series of commands as apart of the Ribbon interfaces keyboard shortcuts.

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

Ans => If you right-click on a row reference number in Excel and select “Insert” a new row will be added above the row that you right-clicked on.

