

## Advance Excel Assignment 3

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

**Ans.** The AutoSum command in Excel is used to quickly sum a range of cells. The command can be used to sum a continuous range of cells, such as a column or a row, or to sum a specific set of cells, such as a group of cells in a table.

To use the AutoSum command, follow these steps:

- Select the cell where you want the sum to appear.
- Click the "AutoSum" button on the Home tab in the ribbon, or press "Alt + =".
- Excel will automatically select the cells to the left and above the active cell and suggest a range to sum. If this is the range you want to sum, simply press "Enter".

You can use the AutoSum command when you need to quickly sum a range of cells, or when you want to calculate a total for a set of values, such as sales figures, expenses, or inventory levels. The AutoSum command is particularly useful for working with large or complex data sets, where manual calculation can be time-consuming and prone to errors. With the AutoSum command, you can quickly and accurately calculate totals and other summations, and update the values in real-time as the underlying data changes.

### 2. What is the shortcut key to perform AutoSum?

**Ans.** The shortcut key to perform AutoSum in Microsoft Excel is Alt + =.

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

**Ans.** To get rid of a formula that omits adjacent cells in Microsoft Excel, you can follow these steps:

- Select the cell that contains the formula that is omitting adjacent cells.
- Right-click the cell and select "Delete" from the context menu.
- Select "Shift cells up" to remove the formula and fill the gap with the values above, or select "Shift cells left" to remove the formula and fill the gap with the values to the left.

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

**Ans.** To select non-adjacent cells in Microsoft Excel 2016, follow these steps:

- Click on the first cell that you want to select.
- Hold down the "Ctrl" key on your keyboard.
- Click on each additional cell that you want to select.

This will allow you to select multiple, non-adjacent cells in Excel 2016. You can then perform actions, such as formatting, copying, or moving data, on the selected cells.

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

**Ans.** If you choose a column in Microsoft Excel, hold down the Alt key, and press the letters "ocw" in quick succession, you will insert an "Autoshape" in the column. The Autoshape is a visual element, such as a line, rectangle, or arrow, that you can add to a worksheet to help illustrate or annotate your data.

To insert an Autoshape, you can follow these steps:

- Select the column where you want to insert the Autoshape.
- Hold down the "Alt" key on your keyboard.
- Press "ocw" quickly in succession.

The Autoshape insertion dialog box will appear, allowing you to select the type of shape you want to insert and to customize its appearance and behavior. You can use Autoshapes to enhance the visual appeal of your worksheet, to call attention to specific areas of data, or to illustrate relationships between data points.

**6. 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 Microsoft Excel and click "Insert", a new row will be added above the selected row. The new row will be inserted into the worksheet and will become the new active row, allowing you to immediately begin entering data into the new cells.