Advance Excel Assignment 3

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

Ans: 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.

2. What is the shortcut key to perform AutoSum?

Ans: The Autosum Excel Function[1] can be accessed by typing **ALT + the =** sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range

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

Ans: Following are the steps :
   i.   Open Excel and then click on File.
   ii.   Go to Options and then select Formulas.
   iii. Look for Error checking rules and uncheck Formulas which omit cells in a region.
   iv.   Click OK

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

Ans: To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, **hold Ctrl and select the cells**.

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

Ans: the column width dialogue box opens allowing you to set the exact width of the column

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

Ans: the row be added above the selected row reference number where we used insert operation.