Excel ~~Assignm~~ Assignment 3.

1) How and when to use the Auto Sum command in excel?

Ans. If you need to sum a column or row of numbers, select a cell next to the numbers you want to sum, click AutoSum on the Home Page, press Enter.

> ∑ Auto Sum.

when you click AutoSum, Excel automatically enters a formula to sum the numbers.

2) What is the shortcut key to perform AutoSum?

Ans. Alt + = ⟶ is the shortcut key to perform AutoSum.

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

Ans Steps :-
1) Open Excel and then click on File
2) Go to Options and then select Formulas.
3) Look for Error checking rules and uncheck formulas which omit cells in a region.
4) Click OK

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

Ans 1) Click on a cell to select it. Or use the keyboard to navigate to it and select it.
2) To select a range, select a cell, then with the left mouse button pressed, drag over the other cells.
3) 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 OCW in quick succession?

Ans - The column with width dialogue box opens allowing you to set the exact width of the column. This is especially useful if you have several non-adjacent columns that you need to be the same width.

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

Ans - If we right click on a row reference number and click on Insert, the row will be added above the cell referenced.