Advance Excel Assignment 3

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

A. 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?

A.

1. ALT =
2. Step 1: place the cursor below the column of numbers you want to sum (or to the left of the row of numbers you want to sum).
3. Step 2: hold down the Alt key and then press the equals = sign while still holding Alt.
4. Step 3: press Enter.

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

A. **To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:**

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.

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

A. **Select Non-Adjacent Cells Using the Keyboard Only**

1. Place the cursor on the first cell that you want to select. ...
2. Press the F8 key. ...
3. Use the arrow keys to make the selection. ...
4. Hold the Shift key and press the F8 key. ...
5. Use the arrow keys to place the cursor on the next cell that you want to include in the selection.

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

When you insert blank cells, you can choose whether to shift other cells down or to the right to accommodate the new cells. Cell references

automatically adjust to match the location of the shifted cells.

1. Select the cell, or the range of cells, to the right or above where you want to insert additional cells.
2. Hold down CONTROL, click the selected cells, then on the pop-up menu, click **Insert**.
3. On the **Insert** menu, select whether to shift the selected cells down or to the right of the newly inserted cells.