

ASSIGNMENT-03

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

Solⁿ. When the subtotal has to carry out then we can use AutoSum. It can be done by using AutoSum function from the formula ribbon and shortcut key for AutoSum is "Alt" + "=".

2. What is the shortcut key to perform AutoSum?

Solⁿ. "Alt" + "=".

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

Solⁿ. This is most useful option available in excel as it provides error as it sense something is wrong in the formulation, we also can Ignore errors by right clicking on the yellow exclamatory mark option as we hover through that cell.

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

Solⁿ. Using "Ctrl key" and "left click on the cells or range of cells to be selected" .

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

Solⁿ. It is a shortcut key, used to change the column width.

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

Solⁿ. The new row(s) will be inserted above the selected row(s).