Advance Excel Assignment 3

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

Ans: Autosum can be used to calculate the sum of whole row or column, To use Autosum, Select the column or row you want to have sum of and click of AutoSum button on home tab / formula tab.

2. What is the shortcut key to perform AutoSum?

Ans: Alt + =

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

Ans: Use $ in front of cell refrence, for example $A$1 instead of A1.

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

Ans: Click on a cell > Hold Ctrl > Left mouse button to select non-adjacent cells > Release ctrl when done.

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Ans: A dialogue box to change/ edit column width opens.

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

be added?

Ans: New row will be added above the selected row.