**Advance Excel Assignment 3**

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

Ans- The AutoSum command in Excel is a quick and easy way to perform basic calculations on a range of cells. It allows us to insert common functions (like SUM, AVERAGE, COUNT, etc.) with just a couple of clicks, saving our time and effort. We can use AutoSum when we need to calculate totals, averages, counts, or other basic aggregations in your data.

**2. What is the shortcut key to perform AutoSum?**

Ans**- Pressing "Alt" and "=" together** will automatically apply the SUM function to the selected range of cells. Alt + =

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

## Ans- If we have a formula in Excel that omits adjacent cells, it likely means that the formula is not correctly referencing the cells we want to include in the calculation. To fix this and ensure the formula includes the adjacent cells we want, we need to adjust the cell references in the formula.

## Here's how we can get rid of the formula that omits adjacent cells:

## **Identify the Correct Cell References**: First, determine the correct range of cells we want the formula to include in the calculation. Make sure we know the cell references (e.g., A1:A5) for the adjacent cells that need to be part of the formula.

## Edit the Formula: Double-click on the cell containing the formula to enter the edit mode. Alternatively, click on the cell and look at the formula bar at the top of the Excel window to see the formula.

## **Adjust the Cell References:** Modify the formula to include the correct cell references. Replace the existing cell references in the formula with the range of adjacent cells we want to include.

## **Press Enter:** After adjusting the formula, press the Enter key to confirm the changes. The formula should now include the adjacent cells we specified.

## For example, suppose we have the following formula in cell B1:

## **=SUM(A1:A3)**

## If we want to include adjacent cells A4 and A5 in the sum, change the formula to:

## **=SUM(A1:A5)**

## By making this adjustment, the formula will now correctly include all the adjacent cells we want to include in the calculation.

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

## Ans- In Excel 2016, we can select non-adjacent cells (cells that are not next to each other) using the following methods:

## Using the Ctrl key

## 1.Click on the first cell we want to select.

## 2.Hold down the Ctrl key on your keyboard.

## 3.While holding Ctrl, click on each additional cell we want to include in the selection.

## 4.Release the Ctrl key once we have selected all the non-adjacent cells we need.

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

Ans- If we choose a column in Excel, hold down the Alt key, and press the letters "ocw" in quick succession, it will hide the selected column(s). This keyboard shortcut is a quick way to hide columns without using the ribbon or the context menu.

**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 in Excel and click on "Insert," the new row will be added immediately above the row corresponding to the row reference number we right-clicked on.