Advance Excel Assignment 3

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

Ans. If you need to sum a column or row of numbers, and to do the sum of those rows or Column automatically by Excel. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers automatically by Excel. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter. When you click AutoSum, Excel automatically enters a formula (that use the SUM function) to sum the numbers.

2. What is the shortcut key to perform AutoSum?

Ans. Alt+=

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

Ans. 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. Click OK.

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

Ans.

1. With your mouse, click the first cell you want to highlight. This cell becomes the <u>active cell</u>.
2. Press and hold the **Ctrl** key on the keyboard.
3. Click the rest of the cells you want to highlight.
4. Once the desired cells are highlighted, release the **Ctrl** key.
5. Do not click anywhere else with the mouse pointer once you release the **Ctrl** key or you will clear the highlight from the selected cells.
6. If you release the **Ctrl** key too soon and wish to highlight more cells, press and hold the **Ctrl** key again and click the additional cell(s).

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

Ans. Short cut for Column Width

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

Ans. The New Row will be added above the row reference number