

Advance Excel Assignment 3

Q1 : How and when to use the AutoSum command in excel?

Ans : Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter.

Q2 : What is the shortcut key to perform AutoSum?

Ans : ALT + =

Q3 : How do you get rid of Formula that omits adjacent cells?

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

Q4 : How do you select non-adjacent cells in Excel 2016?

Ans : To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

Q5 : What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans : The column width dialogue box opens allowing you to set the exact width of the column.

Q6 : If you right-click on a row reference number and click on Insert, where will the row be added?

Ans : Right-click a row next to where you want to add data, point to Insert in the menu, and select an insertion option