ASSIGNMENT 3

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

Ans. =>

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Que2. What is the shortcut key to perform AutoSum?

Ans. =>

What is the Autosome Excel Function? The Autosome Excel function can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range. This function is a great way to speed up your financial analysis.

Que3. How do you get rid of Formula that omits adjacent cells?

Ans. =>

To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:
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 that omit cells in a region.
4. Click OK.

Que4. How do you select non-adjacent cells in Excel 2016?

Ans. =>

The easiest way to select non-adjacent ranges is by using the mouse (along with the keyboard).

Below is how to select two non-adjacent range of cells:

1. Click on the first cell that you want to be selected. This will now become the active cell
2. Hold the Control key on your keyboard
3. Left-click on the mouse and drag to make the selection
4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
5. Place the cursor on the second cell/range that you want to select
6. Left-click on the mouse and drag to make the selection
7. Leave the mouse click. This would select two non-contiguous ranges of cells.
8. Release the Control key

Que5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans. =>

The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

Que6. If you right-click on a row reference number and click on Insert, where will the row be added?

Ans. =>

The new row will appear above the selected row.