Advance Excel Assignment 3

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

Ans: -

The AutoSum command in Excel is used to quickly calculate the sum of a range of numbers in a selected column or row. It's a handy tool that saves time when you need to perform basic calculations without manually entering formulas.
Here's how and when to use the AutoSum command:

Using AutoSum in Excel:

1. Select cell: Click the cell where you want the sum.
2. Click AutoSum: It's on the Home tab, looks like Σ.
3. Choose AutoSum: Click the dropdown and select "AutoSum."
4. Confirm with Enter: Press Enter to calculate the sum.

When to use AutoSum:

Use AutoSum to quickly find the sum of:

1. Columns or rows of numbers.
2. Subtotals in different sections.
3. Simple calculations without writing formulas.
4. Double-checking manual math.

2. What is the shortcut key to perform AutoSum?

Ans: -

The shortcut key to perform AutoSum in Excel is **Alt + =**. Just select the cell below or to the right of the numbers you want to sum, and then press **Alt + =.** Excel will automatically select the range and calculate the sum in the selected cell.

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

Ans: -

To get rid of a formula that omits adjacent cells:

1. **Select the cell with the formula:** Click on the cell containing the formula that omits adjacent cells.
2. **Edit the formula:** Either press **F2** or double-click inside the cell to enter edit mode for the formula.
3. **Adjust the formula:** Make sure the formula includes all the adjacent cells you want it to consider. You might need to add or modify references within the formula.
4. **Exit edit mode:** Press **Enter** to apply the changes and recalculate the formula using the adjusted range of cells. The formula will now include the adjacent cells.

This ensures that the formula covers all the necessary cells and doesn't omit any adjacent data.

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

To select non-adjacent cells in Excel 2016, follow these steps:

1. **Click on the First Cell:** Click on the first cell that you want to include in your selection.

2. **Hold the Ctrl Key:** While holding the Ctrl key (Command key on Mac), click on additional cells that you want to include in your selection. Keep holding the Ctrl key as you click on each cell.

3. **Release the Ctrl Key:** Once you have selected all the non-adjacent cells you need, release the Ctrl key.

4. **Cells Are Selected:** The selected cells will now be highlighted, and you can perform actions on this non-adjacent selection, such as formatting, deleting, or copying.

Remember, the Ctrl key is used to add cells to the selection one by one. If you accidentally click a cell you didn't intend to select, simply Ctrl-click it again to deselect it.

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

If you choose a column, hold down the **Alt key**, and press the letters **"ocw"** in quick succession. Excel will autofit the width of the selected column to the contents, adjusting the column width to fit the longest piece of data within that column. This can be a quick way to optimize the width of a column for its content.

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

If you right-click on a row reference number in Excel, such as the numbers on the left side of the spreadsheet, and then click on "Insert," the new row will be added **above** the row reference number

you right-clicked on. In other words, the existing row that you right-clicked on will be pushed down to make room for the new row.