Advance Excel Assignment 3

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

- If you need to sum a column or row of numbers Select a cell next to the numbers you want to sum, click **AutoSum** on the **Home** tab, press **Enter**, and you're done.
- To sum a column of numbers, select the cell immediately below the last number in the column. To sum a row of numbers, select the cell immediately to the right.
- When you click **AutoSum**, Excel automatically enters a formula to sum the numbers.
- **AutoSum** is in two locations: **Home** > **AutoSum**, and **Formulas** > **AutoSum**.
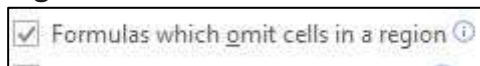
2. What is the shortcut key to perform AutoSum?

- "Alt+= "is the shortcut key for the performing AutoSum. It quicky insert range in sum function.

  Note: - Just we select last shell of range.

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

To get turn-off the notification
1. Open Excel and click the **File**.
2. Go to **Options** and then select **Formulas**.
3. Look for **Error checking rules** and uncheck **Formulas which omit cells in a region.**

   ☑ Formulas which omit cells in a region ⓘ

4. Click **OK**.

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

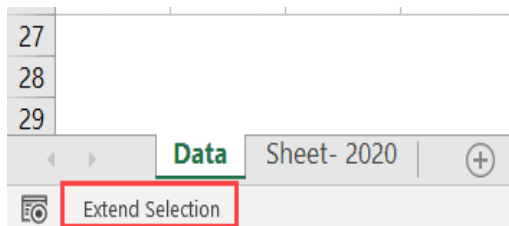1. **Select Non-Adjacent Cells Using the Mouse**

- Click on the first cell that you want to be selected. ⟶ Hold the Ctrl key on your keyboard. ⟶ click the rest of the cells that want to highlight.
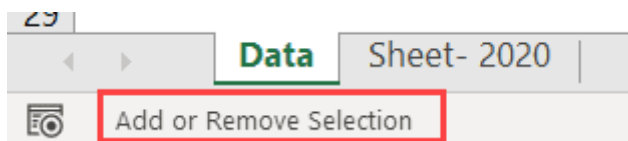- Once desired cells are highlighted, release the ctrl key.

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2. Select Non-Adjacent Cells Using the Key-Board

- Place the cursor on the first cell that you want to select. This now becomes the active cell.
- Press the F8 key. This will put your system in the 'Extend Selection' mode.

- Use the arrow keys to make the selection. Since you're in the 'Extend Selection' mode, this will keep a selection of all the adjacent cells.
- Hold the Shift key and press the F8 key. This removes the 'Extend Selection' mode and changes it to 'Add or Remove Selection'.

- Use the arrow keys to make the selection. Hold the Shift key and press the F8 key. This removes the 'Extend Selection' mode.
- The above steps would select two non-adjacent cells or ranges.

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

You can insert a value in the column width dialogue box for how wide you would like a column to be.

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

A new row is inserted above the cell(s) you originally selected.