

# Advance Excel Assignment

## 3

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

Ans =>

#### How to use Autosum commands:

1. Summing a Column or Row: Click the cells where you want the sum to appear.
2. Go to the "Home" tab on the Excel ribbon.
3. Click on the "AutoSum" bottom in the "Editing" group

#### When to Use AutoSum:

1. **Quick Totals:** when you want quick total for a column or row of numbers.
2. **Data Validations:** to quickly validate the totals of a set of number.

### 2. What is the shortcut key to perform AutoSum?

Ans => " **Alt + Shift +=** " is the short cut key to perform the AutoSum in Excel.

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

Ans => **Edit the Formula Directly:**

1. Select the Cell with the Formula: Click the cell containing the formula you want to edit
2. Enter Edit mode: press 'F2' on your keyboard. This put cell in the edit mode.
3. Adjust the Formula: Modify the formula to include the adjacent cells that were omitted.

Ensure that your formula is correctly referreing all the necessary cells.

4. Press "Enter" on your keyboard to exit edit mode and apply the changes.

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

Ans => **Using Ctrl Key:**

1. Select the first Cell: click on the cell you want to select.
2. Hold the Ctrl Key: while holding the 'ctrl' key on your keyboard, click on each additional cell you want to select.
3. Release the Ctrl Key: After selecting all the non-adjacent cells you need, release the 'Ctrl' key.

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

Ans => If you choose a column in Excel, hold down the Alt key, and press the letters "o", "c", "w" inquick sucession, it invokes a series of commands as apart of the Ribbon interfaces keyboard shortcuts.

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

Ans => If you right-click on a row reference number in Excel and select "Insert" a new row will be added above the row that you right-clicked on.

