Advance Excel Assignment 3

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

Solution: The AutoSum command is a handy tool in Excel that allows you to quickly add up a column or row of numbers without having to manually enter the formula. Here's how to use it:

1. Select the cell where you want the sum to appear.

2. Click on the AutoSum button in the Home tab of the ribbon. It's usually located in the Editing group.

3. Excel will automatically select the range of cells to be summed based on the adjacent data. If Excel selects the wrong range, you can manually adjust it by clicking and dragging your mouse over the desired range.

4. Press Enter to complete the formula and display the sum in the selected cell.

The AutoSum command is useful when you have a large dataset and you need to perform calculations quickly. It's also helpful when you are working with complex formulas that require you to select a range of cells to be summed. The AutoSum command can save you time and ensure that your calculations are accurate.

2. What is the shortcut key to perform AutoSum?

Solution: The shortcut key to perform AutoSum in most programs, including Microsoft Excel and Google Sheets, is "Alt" + "=" (equals key). This will automatically select the range of cells above the currently selected cell and insert a SUM function.

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

Solution: If a formula omits adjacent cells that you want to include, you can adjust the formula by editing it. Here are the steps you can follow:

1. Click on the cell containing the formula that you want to edit.
2. In the formula bar, click on the section of the formula that needs to be adjusted. The section should be highlighted.
3. Adjust the formula to include the adjacent cells that you want to include.
4. Press Enter to save the changes.

Alternatively, you can also adjust the cell reference in the formula by typing it manually. For example, if your original formula was = SUM(A1:A3), but you want to include cell A4 as well, you can adjust the formula to = SUM(A1:A4) by typing it in the formula bar.

Once you have adjusted the formula to include the adjacent cells, the formula will recalculate and take into account the newly included cells. If you no longer need the formula, you can simply delete it by

selecting the cell containing the formula and pressing the Delete key.

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

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

1. Click on the first cell or range of cells that you want to select.
2. Hold down the "Ctrl" key on your keyboard.
3. Click on the next cell or range of cells that you want to select. You can repeat this step as many times as necessary to select all the non-adjacent cells you want.
4. Release the "Ctrl" key when you have selected all the cells that you need.

Alternatively, you can use the "Shift" key to select a range of cells. To select non-adjacent cells using the "Shift" key, follow these steps:

1. Click on the first cell in the first range of cells that you want to select.
2. Hold down the "Shift" key on your keyboard.
3. Click on the last cell in the first range of cells that you want to select. This will select the entire range.
4. Release the "Shift" key.
5. Hold down the "Ctrl" key and click on each additional cell or range of cells that you want to select.

By using either of these methods, you can select non-adjacent cells in Excel 2016.

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

Solution: If you choose a column, hold down the Alt key, and press the letters "ocw" in quick succession in Microsoft Excel, it will hide the selected column.

This keyboard shortcut is a quick way to hide a column in Excel. "ocw" stands for "O" (for "column"), "C" (for "hide"), and "W" (for "width"). When you press these keys in this sequence while holding down the Alt key, Excel hides the selected column and adjusts the width of the adjacent columns to fill the space.

To unhide a hidden column, you can select the columns on either side of the hidden column, hold down the Alt key, and press the letters "ocu" in quick succession. This will unhide the previously hidden column. "ocu" stands for "O" (for "column"), "C" (for "unhide"), and "U" (for "width").

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

Solution: If you right-click on a row reference number in Microsoft Excel and click on Insert, the new row will be added directly above the row that you right-clicked on.

For example, if you right-click on row 5 and select Insert, a new row will be inserted between rows 4 and 5, and the existing row 5 will become row 6. The same applies if you select multiple rows and then choose to insert a new row.

This can be a quick and convenient way to add a new row to your spreadsheet without having to select and insert it using the menu options or keyboard shortcuts.