ADVANCE EXCEL ASSIGNMENT – III

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

Ans. If you need to sum a column or row of numbers, then we use AutoSum function, Excel automatically enters a formula (that uses the SUM function) to sum all those numbers.

2. What is the shortcut key to perform AutoSum?

Ans. The AutoSum Excel function can be accessed by typing **ALT** + **=** sign in a spreadsheet and it will automatically create a formula to sum all the numbers in a continuous range.

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

Ans. To get rid of Formula that omits adjacent cells error the following simple steps can be used:

- Open Excel and then click on File.
- Go to Options and then select Formulas.
- Look for Error checking rules and uncheck Formulas which omit cells in a region.
- Click OK.

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

Ans. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

5. 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'.

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

Ans. If we add additional row in the spreadsheet, it will be added above the selected row.