

Advance Excel Assignment 3

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

When we need to sum a column or row of numbers, we use AutoSum command. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

2. What is the shortcut key to perform AutoSum?

Alt+=.

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

Navigate 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?

1. Click on the first cell that you want to be selected. This will now become the active cell
2. Hold the Control key on your keyboard
3. Left-click on the mouse and drag to make the selection
4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
5. Place the cursor on the second cell/range that you want to select
6. Left-click on the mouse and drag to make the selection
7. Leave the mouse click. This would select two non-contiguous range of cells.
8. Release the Control key

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

The column width dialogue box opens allowing you to set the exact width of the column.

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

Right-click the whole row above which you want to insert the new row, and then select Insert Rows.