Advance Excel Assignment 3

1. How and when to use the AutoSum command in excel?
   Ans: If you need to sum a column or row of numbers, let Excel do the math for you. 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?
   Ans: Alt+=

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

Ans: To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:
   (i)   Open Excel and then click on File.
   (ii)   Go to Options and then select Formulas.
   (iii)   Look for Error checking rules and uncheck Formulas which omit cells in a region.
   (iv)   Click OK

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

Ans: Below is how to select these non-adjacent cells using the Name Box:

   (i) Click on the Name Box. This will place the cursor in the name box

   (ii) Enter the different cells/ranges that you want to select (separated by a comma when selecting multiple ranges)

   (iii)   Hit the Enter key

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