

# Assignment - 3

## (( EXCEL ))

Q How and when to use the AutoSum Command in excel ?

Ans. If you need to Sum a Column or Row of no. let excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Hometab, press enter, you are done. When you click AutoSum, Excel automatically enters a formula to sum the numbers.

Q What is the Shortcut key to perform AutoSum ?

Ans. AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum Command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster:  $Alt + =$ .

How do you get rid of formulas that Omit of adjacent cells ?

Uncheck formulas that omit cells.

Launch your Excel sheet and then click on file. Navigate to options and then select formula. Look for errors and unchecked formulas which omit cells in a range. Click OK.

Q How do you select non adjacent cells in excel 2016?

Ans. (i) Click on the first cell that you want to be selected. This will now become the active cell.

ii) Hold the Control key on your keyboard.

iii) Left click on the mouse and drag to make the selection.

iv) Leave the mouse click. At this point you would have a selection. Continue to hold the Control key.

v) Place the cursor on the second cell that you want to select.

vi) 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.

Q What happens if you select a Column, hold the alt key and press the letter row in quick succession?

Ans The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

Q If you right click on a row reference and click on Insert, where will be row added?

Ans To insert a single row: Right Click the whole row above which you want to insert the new row, and then select insert rows.

To insert multiple rows: Select the same no. of rows above which you want to add new ones.