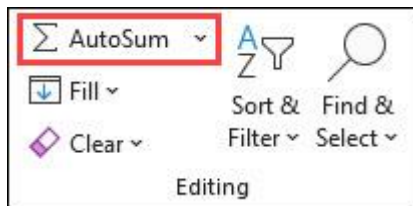


FSDA EXCEL ASSIGNMENTS

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

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.

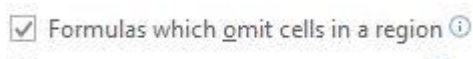
2. What is the shortcut key to perform AutoSum?

The Shortcut Key to perform Autosum is ALT+=

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

To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

- 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?

Using your keyboard and mouse to select cells is the easiest method. You can also lose the mouse and only use your keyboard. If you want to know how to select non-adjacent cells in the online excel app, this is the best method. You may not be using a mouse if you are working on a mobile device.

Using only a keyboard takes a few more steps than with a mouse. Don't worry. It's still easy to select non adjacent cells.

1. Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.
2. Hold down the F8 key; it's at the top of your keyboard. Check your status bar it should read Extend Selection.
3. Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activated the Extend Selection mode, so you automatically have a selection of the adjacent cells.
4. When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

When you want to select another cell, repeat the four steps. Don't forget to turn off Extend Selection. Leaving it on may prevent you from making any edits or adding new cells to the sheet.

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

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?

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