
Advance Excel Assignment 3

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

Ans :

How to use AutoSum:

- First we need to **Select a blank cell** next to where you want the sum to appear.
- Click on the **AutoSum button** on the **Home tab** in the **Editing group**. We will find sigma (Σ) symbol.
- Now we need to **select a range of cells** to sum based on the surrounding data.
- **Press Enter** to accept the selection and complete the formula.

When to use AutoSum: When we have column or row of numbers and we want to find the total.

2. What is the shortcut key to perform AutoSum?

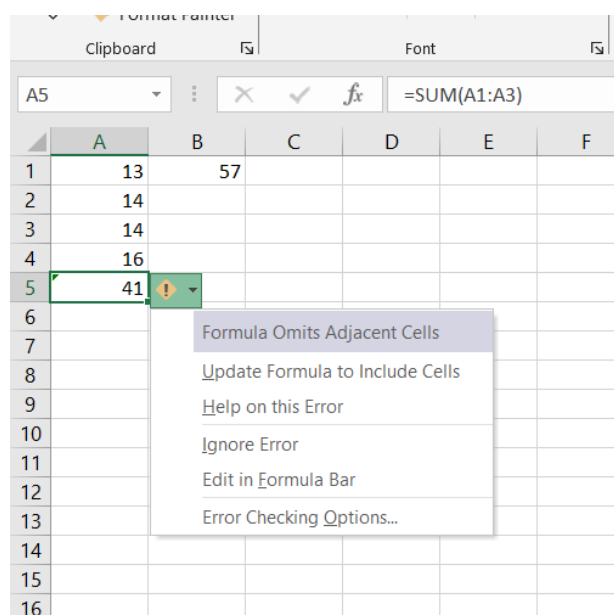
Ans : **ALT+=**

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

Ans : '**Formula omits adjacent cells**' is an error that we get when there are cells near the formula that are of the same format. This error is occurred because the excel thinks that we have missed some cells in our formula accidentally.

To fix this error :

- **Unintentionally forgot to include adjacent cells :** In such case we need to update the formula and adjust the range of the cells in the formula.
- **Intentionally didn't include adjacent cells :** In such case we can ignore the error.



In the above image we can see that i have selected cells only from A1:A3 intentionally but still i get the error because i didn't include 'A4' cell. In this case I can adjust my range of cells or i can ignore the error based on my requirement.

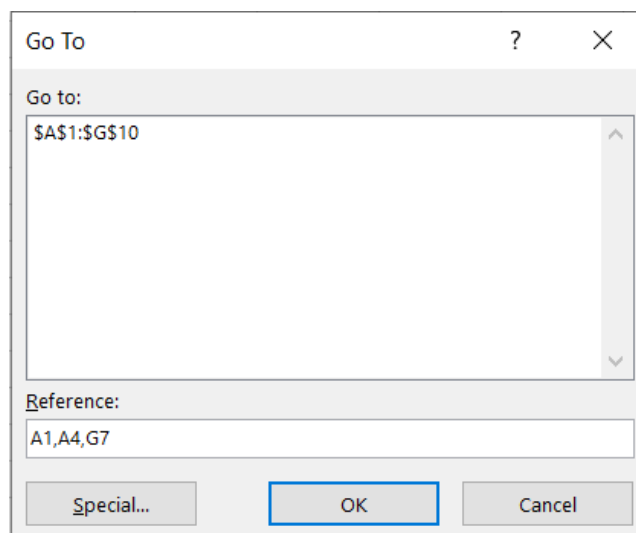
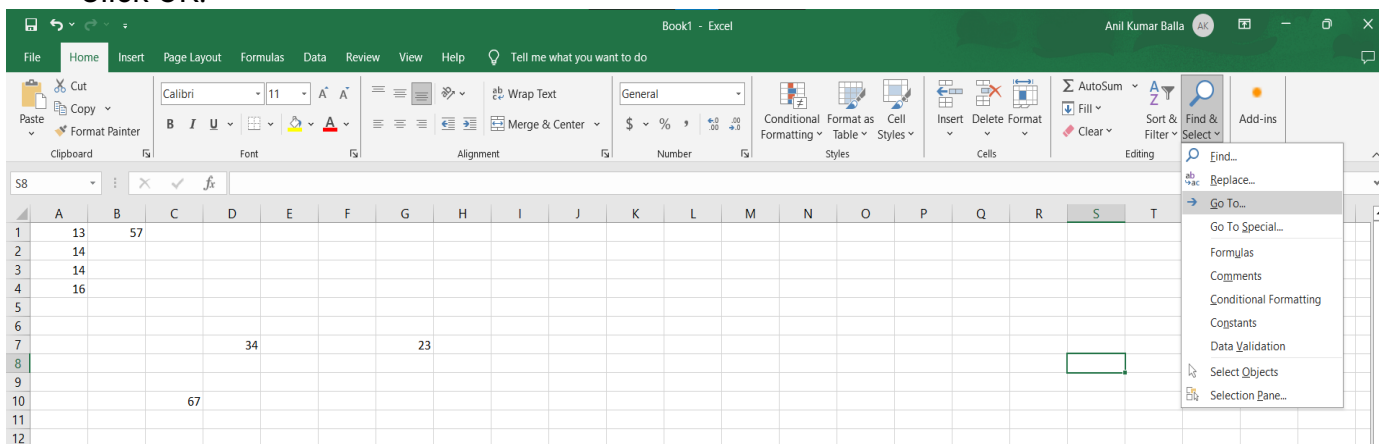
4. How do you select non-adjacent cells in Excel 2016?

Ans : **Using the CTRL key:**

- Select the first cell that we want to select
- Hold down the CTRL key
- Now Click on each additional cell you want to select while holding Ctrl.
- Release the CTRL key once we have selected all the desired cells.

Using the Go To Dialog:

- Go to the Home tab.
- Click on Find & Select > Go To
- In the Reference box, enter the cell references of the non-adjacent cells separated by commas.
- Click OK.

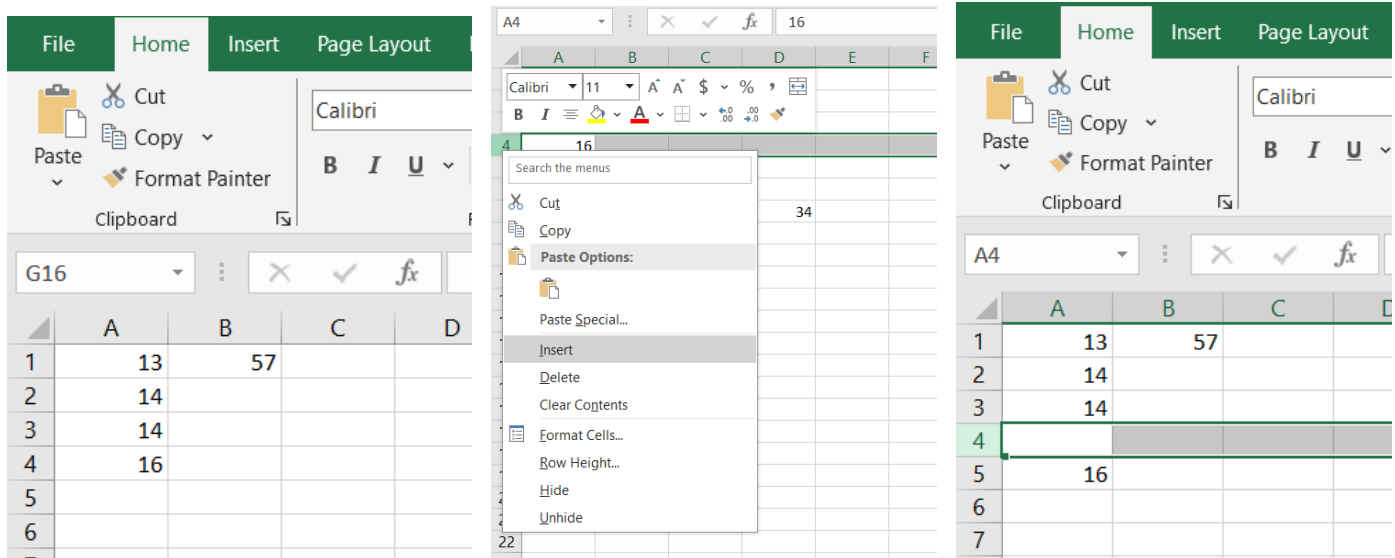


5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans : **ALT+OCW** -> This will navigate us to the "Format" tab, access the "Column Width" command

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

Ans : A new row will be added **above the row** that we clicked on.



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