Advance Excel Assignment 3

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

The AutoSum button is available in 2 locations on the Excel ribbon.

- *Home* tab > *Editing* group > *AutoSum*:
- *Formulas* tab > *Function Library* group > AutoSum:

Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

To use AutoSum in Excel, just follow these 3 easy steps:

1. Select a cell next to the numbers you want to sum:
   - To **sum a column**, select the cell immediately below the last value in the column.
   - To **sum a row**, select the cell to the right of the last number in the row.
2. Click the **AutoSum** button on either the *Home* or *Formulas* tab.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example)

3. Press the Enter key to complete the formula.

Now, you can see the calculated total in the cell, and the SUM formula in the formula bar:

2. What is the shortcut key to perform AutoSum?

AutoSum is a fast, easy way to add 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+=. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

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?

To select the non-adjacent cells quickly in excel by using your keyboard, press the Ctrl key and hold it down and this will enable you to select different non-adjacent cells and ranges with only dragging or clicking in the active worksheet.

Press Shift + F8 key and this will easily select the non-adjacent range or cell in the active worksheet.

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

You can insert a value in the column width dialogue box for how wide you would like a column to be. This is especially useful if you have several non-adjacent columns that you need to be the same width.

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.