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

The "AutoSum" command in Excel is a convenient tool that automatically adds up a range of cells and inserts the SUM function for you. It's typically used when you want to quickly calculate the sum of a series of numbers without manually typing the formula.

Here's how to use the AutoSum command in Excel:

1. Open Excel and navigate to the worksheet where you want to perform the calculation.
2. Select the cell where you want the sum to appear. This is typically the cell immediately below or to the right of the range of cells you want to sum.
3. Click on the "Formulas" tab in the Excel ribbon at the top of the window.
4. In the "Function Library" group, click on the "AutoSum" button.
5. A drop-down menu will appear with several options. By default, the "Sum" option is selected, which is what you'll usually use. You can also select other functions like Average, Count, Max, Min, etc., depending on your needs.
6. If the range of cells you want to sum is contiguous (i.e., they are adjacent to each other), Excel will automatically select the range for you. If not, you can manually select the range by clicking and dragging your mouse over the desired cells.
7. Once you have selected the range, press Enter on your keyboard, and Excel will insert the SUM function with the selected range as the argument.
8. The sum of the selected range will be calculated, and the result will appear in the cell where you initially clicked.

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1. What is the shortcut key to perform AutoSum?

‘’Alt + =’’

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

To get rid of a formula that omits adjacent cells and replace it with the actual values from those cells, you can use the "Paste Special" feature in Excel.

Steps:

1. Select the cell or range of cells that contains the formula you want to replace.
2. Right-click on the selected cell(s) and choose "Copy" from the context menu. Alternatively, you can use the keyboard shortcut "Ctrl + C" to copy the cell(s).
3. Right-click on the same cell(s) or another desired location and choose "Paste Special" from the context menu. A dialog box will appear.
4. In the "Paste Special" dialog box, select the "Values" option. This option pastes only the values and removes any formulas or references.
5. Click the "OK" button. The selected cell(s) will now contain the actual values instead of the formulas.
6. How do you select non-adjacent cells in Excel 2016?

There are two ways to select non-adjacent cells in Excel 2016

1: Using the Ctrl key

* 1. Click on the first cell you want to select and hold down the Ctrl key on your keyboard.
  2. While holding down the Ctrl key, click on each additional cell you want to include in your selection. Each click will add another cell to your selection.
  3. Release the Ctrl key when you have selected all the desired non-adjacent cells.

2: Using the Shift key

1. Click on the first cell you want to select.
2. Hold down the Shift key on your keyboard.
3. While holding down the Shift key, click on the last cell you want to select. This will select the range of cells between the first and last cells you clicked.
4. Release the Shift key.
5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

If you choose a column in Excel, hold down the Alt key, and press the letters "OCW" in quick succession, it will perform the following actions:

Alt key: Holding down the Alt key activates the Excel menu shortcut keys. This allows you to access the Excel ribbon and perform various actions without using the mouse.

"O" key: Pressing the "O" key while holding down the Alt key opens the "Format" tab in the Excel ribbon. The Format tab provides options for formatting cells, rows, columns, and other elements in your worksheet.

"C" key: Pressing the "C" key while still holding down the Alt key opens the "Column Width" dialog box. This dialog box allows you to adjust the width of the selected column(s) in your worksheet. You can enter a specific value or use the mouse to drag the column boundary to the desired width.

"W" key: Pressing the "W" key while holding down the Alt key selects the "Standard Width" option within the "Column Width" dialog box. This option sets the selected column(s) back to the default standard width.

Therefore, by choosing a column, holding down the Alt key, and pressing "OCW" in quick succession, you would access the "Column Width" dialog box and have the option to set the width of the selected column(s) to the default standard width.

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

If you right-click on a row reference number in Excel and click on "Insert," the new row will be added above the row you right-clicked on.

For example, let's say you right-click on row 5 and select "Insert." In this case, a new row will be inserted above row 5, shifting the existing rows down by one position. The row that was originally numbered as row 5 will now become row 6, and the new row will become row 5.

This method allows you to quickly insert new rows in your Excel worksheet without having to manually select and shift the existing rows. By right-clicking on the row reference number and choosing "Insert," you can easily add rows at specific locations within your worksheet to accommodate new data or make organizational changes.