

EXCEL ASSIGNMENT 3

Q1. How and when to use the AutoSum command in excel?

Ans: The AutoSum command in Excel is a quick and easy way to add up a range of cells in a worksheet. It is particularly useful when you need to calculate the sum of a column or row of numbers. How to use the AutoSum command are as follows:

1. Select the cell where you want to display the sum.
2. Click on the AutoSum button in the home tab of the ribbon. The AutoSum button looks like the Greek letter sigma(Σ).
3. Excel will automatically select what it thinks is the range of cells that you want to sum. If Excel has selected the correct range, press Enter to complete the AutoSum calculation. If Excel has not selected the correct range, adjust the range by dragging over the cells you want to sum, and then press Enter.
4. The sum of the selected cells will be displayed in the cell you selected in step 1.

It is useful when you need to quickly calculate the sum of a column or row of numbers, as it eliminates the need to manually enter a formula to add up the cells.

Q2. What is the shortcut key to perform AutoSum?

Ans: In Excel “Alt + =” is the shortcut key to perform AutoSum.

Q3. How do you get rid of Formula that omits adjacent cells?

Ans: When you enter a formula in Excel and it omits adjacent cells that you want to include in the calculation, you can adjust the formula to include those cells by using one of the following methods:

1. Extend the range: If the omitted cells are adjacent to the range that you want to include in the calculation, you can extend the range of the formula to include those cells. To do this, click on the cell with the

formula and drag the handle in the lower-right corner of the cell to include the adjacent cells that you want to include in the calculation.

2. Edit the formula: If the omitted cells are not adjacent to the range that you want to include in the calculation, you can edit the formula to include those cells. To do this, click on the cell with the formula and then click on the formula bar at the top of the screen to edit the formula. Adjust the range of the formula to include the omitted cells, and then press Enter to update the formula.
3. Use the SUM function: If the omitted cells are scattered throughout the worksheet and cannot be included in the range of the formula, you can use the SUM function to add up the cells manually. To do this, enter "=SUM (" in the cell where you want to display the total, and then click on each cell that you want to include in the calculation. Close the formula with a closing bracket (")") and press Enter to display the total.

By using these methods, you can adjust the formula to include the cells that you want to include in the calculation and get rid of the error message that appears when the formula omits adjacent cells.

Q4. How do you select non-adjacent cells in Excel 2016?

Ans: To select non-adjacent cells in Excel 2016, follow these steps:

1. Click on the first cell that you want to select.
2. Press and hold the Ctrl key on your keyboard.
3. While holding the Ctrl key, click on each additional cell that you want to select. You can click on cells that are not adjacent to the first cell by using the Ctrl key.
4. When you have selected all the cells that you want to include, release the Ctrl key.
5. You can now perform any action on the selected cells, such as formatting or entering a formula.

Q5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans: If you choose a column in Excel, hold down the Atl key, and press the letters “ocw” in quick succession, it will perform the following actions:

1. “o” – This will select “Format” drop-down menu in the Ribbon.
2. “c” – This will select “Column Width” option in the Format drop-down menu.
3. “w” – This will open the “Column Width” dialog box, where you can enter a specific width for the selected column.

Q6. If you right-click on a row reference number and click on Insert, where will the row be added?

Ans: If you right-click on a row reference number in Excel and click on “Insert”, the new row will be added above the currently selected row.