**Advance Excel Assignment 3**

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

* We can use this auto sum by row wise or column wise.
* Directly we can use auto sum from home tool bar
* Hold required cells, after select Auto sum from tool bar. We get result
* Just drag the result cell for next cells, will get result for other cells as well.

1. What is the shortcut key to perform AutoSum?

* Alt =,
* Select column cells and hold ALT=

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

There are 4 ways to get rid of formula that omits adjacent cells:

* Placing the curser in between the rows header and double click on it.
* Highlight whole sheet by selecting triangular tab on the upper left corner and then go in

Between of any of the row header and double click on it.

* More than one worksheet: Selecting one of the tab

Select any tab>>press ctrl key >> choose other tabs

* Select the triangular tab on the upper left hand corner and double click in between the row header.

Entire worksheet: Right click on any of the tab>>select all sheets>>Resize the rows.

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

Non adjacent cells refer to cells that are not part of a single range. Excel allows you to perform various actions to

Non adjacent cells, such as deletion or applying formatting.

First, click on the start of the first cell or range, want to add to your collection.

Expand the first selection by dragging it down with your mouse after clicking one cell.

Hold the ctrl key and click on new cell. Now we have both the range of the selected cells.

Now we can perform any operation like fill color, copy, paste in some other worksheet, deletion, update…

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

The content of the first cell in the selected column will be replaced with the letters OCW.

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

After right click on particular row, clicking on insert we can see shift cells right, shift cells left, Entire row, Entire column,,

By clicking particular option from the list new row will be create or new column will be create or particular cell will move right or left…

When u select one option u can insert values according to our requirement.

