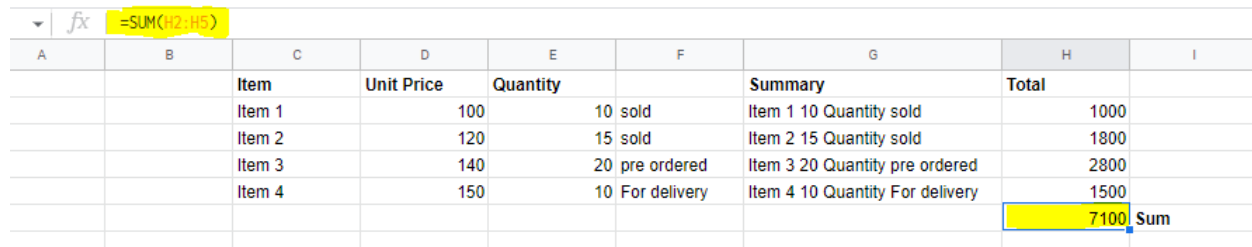


Advance Excel Assignment 3

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

Ans.

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.



The screenshot shows an Excel spreadsheet with columns A through I. The formula bar at the top displays `=SUM(H2:H5)`. The spreadsheet contains the following data:

A	B	C	D	E	F	G	H	I
		Item	Unit Price	Quantity		Summary	Total	
		Item 1	100	10 sold		Item 1 10 Quantity sold	1000	
		Item 2	120	15 sold		Item 2 15 Quantity sold	1800	
		Item 3	140	20 pre ordered		Item 3 20 Quantity pre ordered	2800	
		Item 4	150	10 For delivery		Item 4 10 Quantity For delivery	1500	
							7100	Sum

2. What is the shortcut key to perform AutoSum?

Ans.

We can quickly insert the AutoSum formula by typing the. + SHIFT + T keyboard shortcut.

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

Ans.

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

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

Ans.

Selecting Non Adjacent Cells with a Mouse

Along with your mouse, you also need the computer keyboard to select one or more rows and columns.

- Click on the cell.
- Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
- Hold the left-click button on the mouse and drag it to the cells you want to select.
- Keep repeating these steps for each cell. It's an easy way to select non adjacent cells.

Selecting Non Adjacent Cells with a Keyboard

If you want to know how to select non-adjacent cells in the online excel app, this is the best method. Using only a keyboard takes a few more steps than with a mouse.

1. Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.
2. Hold down the F8 key; it's at the top of your keyboard. Check your status bar and it should read Extend Selection.
3. Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activates the Extend Selection mode, so you automatically have a selection of the adjacent cells.
4. When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

When you want to select another cell, repeat the four steps. Don't forget to turn off Extend Selection. Leaving it on may prevent you from making any edits or adding new cells to the sheet.

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

Ans.

- The column width dialogue box opens allowing you to set the exact width of the column.
- 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 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?

Ans.

The Row can be inserted one row above the current referenced row number or one row below the current referenced row number.