Advance Excel Assignment 3

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

Ans-

For quickly calculating the total of a group of cells, Excel's AutoSum feature is a helpful tool. This is how to apply it:

Choose the cell in which the sum should appear.

On the "Home" tab, select the "AutoSum" button under the "Editing" group. The Greek symbol sigma () is what the AutoSum button looks like.

Excel will choose the range of cells it believes you wish to sum automatically. Press "Enter" to apply the formula if it is accurate. If not, click and drag your mouse over the cells you want to include in the sum before pressing "Enter".

1. What is the shortcut key to perform AutoSum?

Ans-

"Alt + ="."Enter" is the shortcut key for the AutoSum function.

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

Ans-

To get rid of Formula that omits adjacent cells, you can do the following:

Select the cell containing the formula.

Click the "Edit" button in the "Editing" group on the "Home" tab.

Click "Clear" and then select "Clear Contents".

The cell will be empty and the formula will be gone.

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

Ans-

In Excel 2016, you can do the following to select non-adjacent cells:

Click on the first cell you want to select.

Hold down the "Ctrl" key on your keyboard.

Click on each additional cell you want to select.

Release the "Ctrl" key when you have selected all the cells you need.

1. 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, hold down the Alt key and press the letters "ocw" in quick succession, Excel will select the entire column. This is because "ocw" are the first letters of the commands for "Column width", "Hide columns", and "Unhide columns" respectively.

1. 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 and click on "Insert", the row will be added above the row reference number that you clicked on.