Advance Excel Assignment 3

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

2. What is the shortcut key to perform AutoSum?

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

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

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Answers

1. 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.

2. Alt+=

3. To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

Open Excel and then click on File.

Go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.

Click OK.

4. Click on a cell to select it. Or use the keyboard to navigate to it and select it.

5. he contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.