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Advance Excel Assignment 3

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

ANS: - If we need to sum a column or row of numbers, Autosum is a very handy tool in Excel to sum cells very fast. Autosum adds up a range of numbers automatically and places the result in a nearby cell. To perform Autosum, click a nearby cell and click Autosum on the Home tab and press Enter.

Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter,

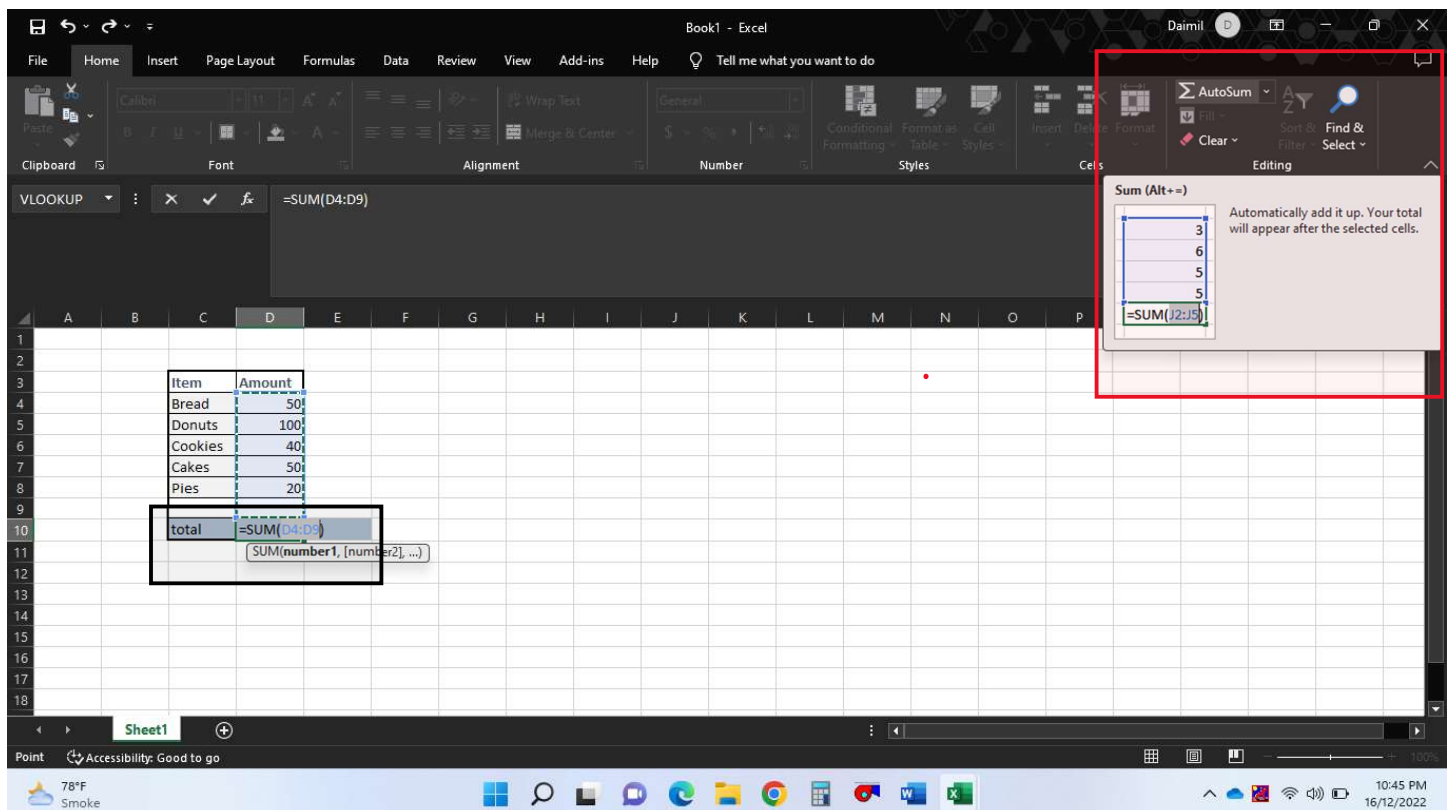
Shortcut: -

ALT =

place the cursor below the column of numbers you want to sum (or to the left of the row of numbers you want to sum).

hold down the Alt key and then press the equals = sign while still holding Alt.

press Enter.



2) What is the shortcut key to perform AutoSum?

Ans: -

Shortcut: - alt & +

ALT =

place the cursor below the column of numbers you want to sum (or to the left of the row of numbers you want to sum).

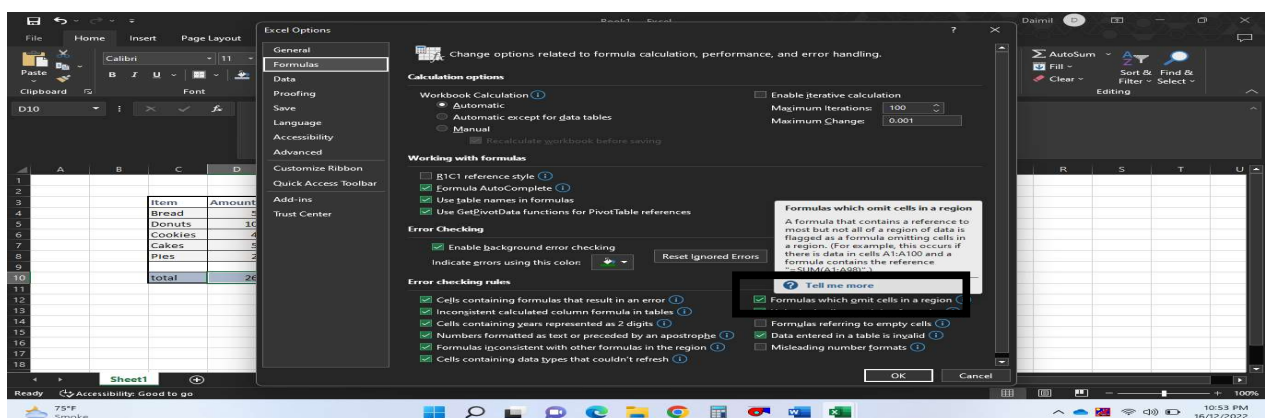
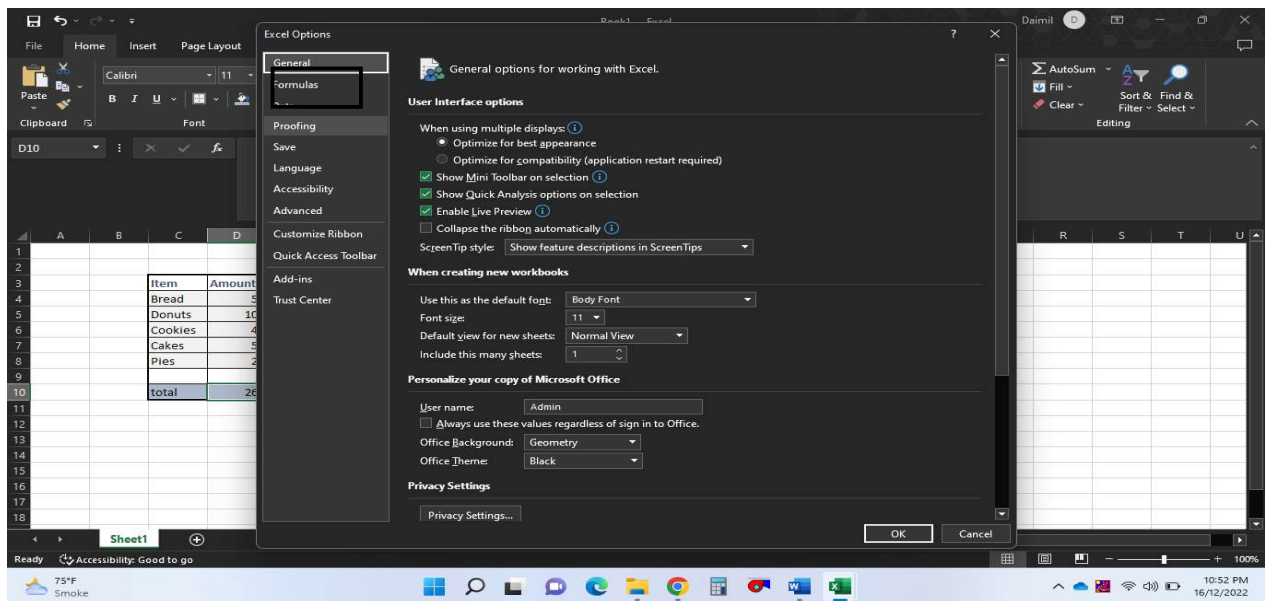
hold down the Alt key and then press the equals = sign while still holding Alt.

press Enter.

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

The procedure to get rid of Formula that omits adjacent cells is as below.

1. Click on File Menu and in the File Menu, click on Options.
2. In Options, Click on Formulas
3. In Formulas, Look for the Error Checking Rules and uncheck the "Formulas which omit cells in a region"
4. Click "OK".



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

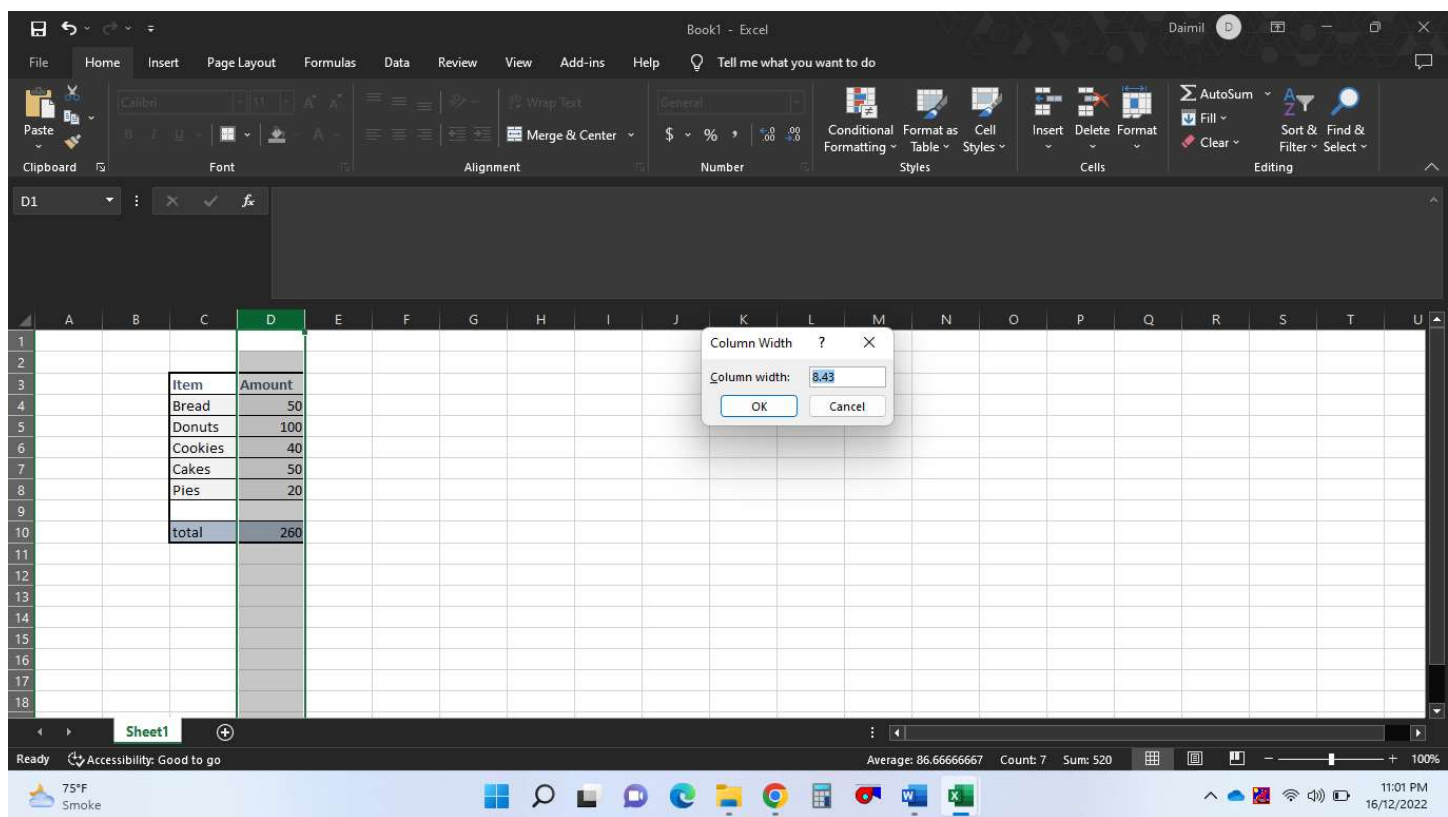
Ans: -

1. Click Ctrl+F to find the value which you want
2. Dialogue box will open. Write what you want to find. Click OK
3. The cells will be selected with the value written. Click Find Next to see another cell containing same value

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.



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

Ans :-

A new row is inserted above the cell(s) you originally selected.