**Advance Excel Assignment 3**

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

To sum a column of numbers, select the cell immediately below the last number in the column. To sum a row of numbers, select the cell immediately to the right.

Click on **AutoSum**, Excel will automatically enters a formula (that uses the [SUM function](https://support.microsoft.com/en-us/office/sum-function-043e1c7d-7726-4e80-8f32-07b23e057f89)) to sum the numbers. Press Enter, and you’re done.

**AutoSum** is in two locations: Home > AutoSum, and Formulas > AutoSum.

You can also use AutoSum on more than one cell at a time. For example, you could highlight the cells and then click on **AutoSum**, and total both columns at the same time.

**2. What is the shortcut key to perform AutoSum?**

Alt + = then Press Enter

Pressing the **Equal Sign** key while holding the **Alt key** inserts a Sum formula in a selected cells(s) exactly like pressing the *AutoSum* button on the ribbon does, and then you hit the Enter key to complete the formula.

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

There are 4 ways to fix “Formula Omits Adjacent cells” error:

1. [Change formulas to include adjacent cells](https://spreadsheeto.com/adjacent-cells-error/#fix1)
2. [Remove unused values](https://spreadsheeto.com/adjacent-cells-error/#fix2)
3. [Ignore error to remove green triangle](https://spreadsheeto.com/adjacent-cells-error/#fix3)
4. [Permanently remove green triangle for this error](https://spreadsheeto.com/adjacent-cells-error/#fix4)

How to do the 4th one?

File -> Options -> Formulas -> Look for *Error checking rules* and uncheck **Formulas which omit cells in a region**.

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

There are 4 ways to do this

**1. Select Non-Adjacent Cells Using the Mouse**

The easiest way to select non-adjacent ranges is by using the mouse (along with the keyboard).

Below is how to select two non-adjacent range of cells:

1. Click on the first cell that you want to be selected. This will now become the [active cell](https://trumpexcel.com/active-cell-vba-excel/)
2. Hold the Control key on your keyboard
3. Left-click on the mouse and drag to make the selection
4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
5. Place the cursor on the second cell/range that you want to select
6. Left-click on the mouse and drag to make the selection
7. Leave the mouse click. This would select two non-contiguous range of cells.
8. Release the Control key

## 2. Select Non-Adjacent Cells Using the Keyboard Only

1. Place the cursor on the first cell that you want to select. This now becomes the active cell
2. Press the F8 key. This will put your system in the ‘Extend Selection’ mode. It also says that in the [Status bar](https://trumpexcel.com/status-bar-excel/).
3. Use the arrow keys to make the selection. Since you’re in the Extend Selection mode, this will keep a selection of all the adjacent cells
4. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode and changes it to ‘Add or Remove Selection’
5. Use the arrow keys to place the cursor on the next cell that you want to include in the selection
6. Press the F8 key again.
7. Use the arrow keys to make the selection.
8. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode.

The above steps would select two non-adjacent cells or ranges.

## 3. Select Non-Adjacent Cells/Ranges Using the Name Box

For example, suppose you want to select the following cells – A1, C12, D20, K14

Below is how to select these non-adjacent cells using the Name Box:

1. Click on the Name Box. This will place the cursor in the name box
2. Enter the different cells/ranges that you want to select (separated by a comma when selecting multiple ranges)
3. Hit the Enter key

You can also use the name box to select non-adjacent ranges.

For example, suppose you want to select the following three ranges – A1:A20,C1:C20,F1:F20, you can use this in the Name Box.

**4. Select Non-Adjacent Cells (with a specific value) Using Find and Replace**

1. Select the entire data range
2. Hold the Control key and then press the F key (or Command + F in using a Mac)
3. In the Find and Replace dialog box that opens, enter the name you want to search in the ‘Find what’ field
4. Click on the Find All button. This will find all the cells that have the name ‘Mike’
5. Hold the Control key and press the ‘A’ key. This will select all the cells that were found
6. Close the Find and Replace dialog box.

The above steps would select all the cells that have the searched text.

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

A window with Option for setting Column width pops-up.

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

A row will be insert above the referenced row.