Excel Assignment-1

1.The AutoSum in Excel automatically adds the numeric values present in a range of cells. As a result, it saves time for users who would otherwise have to do the sum manually and risk making mistakes.

You may follow the below steps when applying the **AutoSum** formula from the **Formulas** tab.

1. **Select the cell where you aim to display the output.**
2. **Click on the AutoSum icon in the Home tab or the “Formulas” tab on the Excel menu.**
3. **Click on the “AutoSum” option next to the Insert Function.**
4. **Automatically the SUM function appears in the cell chosen.**
5. **You will see the reference of the range of cells with the values you wish to add. It acts as the arguments the SUM function requires to give the result.**
6. **Click the Enter key**

**2.Short-cut key to perform autosum command:**

* Choose the cell for displaying the output.
* While holding the ALT key, press the = key. It will enter the [SUM excel function](https://excelmojo.com/sum-excel-function/) in the specific cell referencing the range of cells with the values you wish to add.
* Press the Enter key to get the output.

3.Steps get rid of Formula that omits adjacent cells

* Launch your Excel sheet and then click on File.
* Navigate to Options and then select Formulas.
* Look for Error checking rules and uncheck Formulas which omit cells in a region.
* Click OK.

4. Steps to select non-adjacent cell:

* With your mouse, click the first cell you want to highlight. This cell becomes the [active cell](https://www.lifewire.com/active-cell-definition-3123375).
* Press and hold the **Ctrl**key on the keyboard.
* Click the rest of the cells you want to highlight.
* Once the desired cells are highlighted, release the**Ctrl**key.
* Do not click anywhere else with the mouse pointer once you release the **Ctrl** key or you will clear the highlight from the selected cells.
* If you release the **Ctrl**key too soon and wish to highlight more cells, press and hold the **Ctrl**key again and click the additional cell(s).

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

6. The row will insert in the middle or the bottom of your data collection.