

Advance Excel Assignment 3

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

Ans – When we want to add a specific amount of values in a particular row or column, then we can use Auto Sum formula. To use it we need to go to the next consecutive blank cell to the data and click on Auto Sum option in the ribbon and it will automatically applies the sum formula and shows the result.

For example, there are some numbers in cells D2 to D30 then we just have to go to cell D31 and click on Auto Sum, the excel will automatically put a formula to sum the values in cells D2 to D30 and tell the result in D31.

2. What is the shortcut key to perform AutoSum?

Ans – The shortcut key to perform AutoSum is “Alt + =”.

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

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

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

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

Ans – To select non-adjacent cells we have to hold the Ctrl key and then select the cells through Mouse by pressing the left click and dragging Mouse over the cell range we want to select.

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

Ans – It changes the column width.

6. 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 inserted above.