* Advance Excel Assignment 3

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

Ans. 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.

1. What is the shortcut key to perform AutoSum?

ANS. Alt+=

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: **Alt+=**. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

1. 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.
5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans. What happens if you select a column, hold down the Alt key and press the letters ocw in quick succession? a) **The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'**.

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

ANS. To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, **hold Ctrl and select the cells**.

1. 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**.