Advance Excel Assignment 3

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

Ans- 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. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

- 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.
- AutoSum is in two locations: Home > AutoSum, and Formulas > AutoSum.
  - Once you create a formula, you can copy it to other cells instead of typing it over and over. For example, if you copy the formula in cell B7 to cell C7, the formula in C7 automatically adjusts to the new location, and calculates the numbers in C3:C6.
  - You can also use AutoSum on more than one cell at a time. For example, you could highlight both cell B7 and C7, click AutoSum, and total both columns at the same time.
  - You can also sum numbers by creating a simple formula.

2. What is the shortcut key to perform AutoSum?

Ans- 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.

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

Ans - The error you are getting means that there are cells near the ones in your formula that are of a similar format and Excel thinks that you might have missed them by accident.

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

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

Ans -

- With your mouse, click the first cell you want to highlight. This cell becomes the active cell.
- 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. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans - The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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. To insert a single row: Right-click the whole row above which you want to insert the new row, and then select Insert Rows. To insert multiple rows: Select the same number of rows above which you want to add new ones. Right-click the selection, and then select Insert Rows.