

# Advance Excel Assignment 3

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

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.

## How to AutoSum in Excel

Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

To use AutoSum in Excel, just follow these 3 easy steps:

1. Select a cell next to the numbers you want to sum:
  - To **sum a column**, select the cell immediately below the last value in the column.
  - To **sum a row**, select the cell to the right of the last number in the row.

Sum a column

	A	B	C
1	Item	Jan	Feb
2	Apples	\$120	\$320
3	Oranges	\$200	\$190
4	Lemons	\$220	\$210
5	Grapes	\$180	\$170
6	Peaches	\$300	\$310
7	Total		

Sum a row

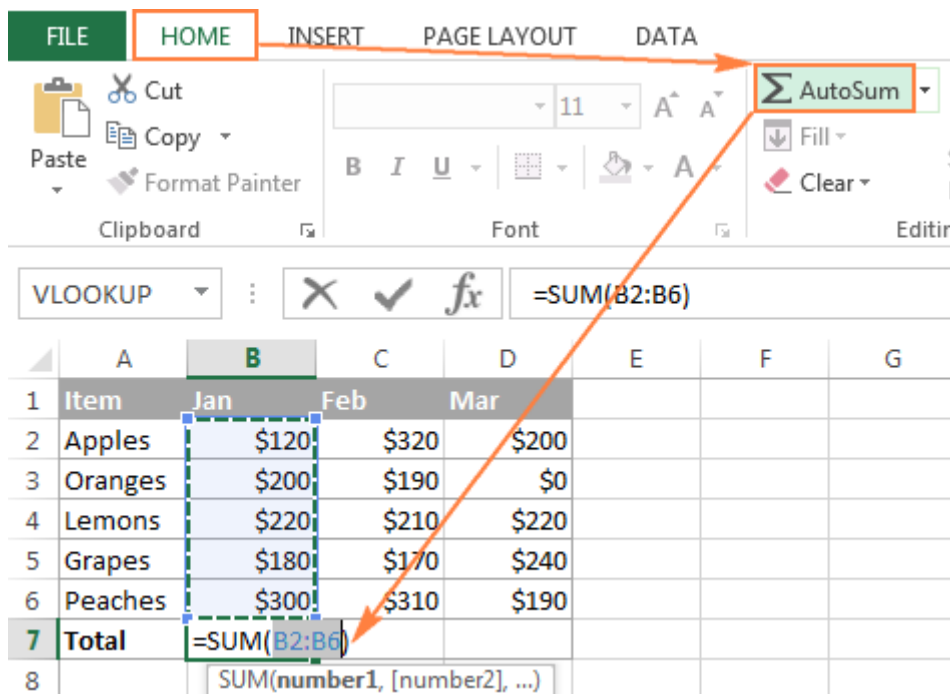
	A	B	C	D	E
1	Item	Jan	Feb	Mar	Total
2	Apples	\$120	\$320	\$200	
3	Oranges	\$200	\$190	\$0	
4	Lemons	\$220	\$210	\$220	
5	Grapes	\$180	\$170	\$240	
6	Peaches	\$300	\$310	\$190	

2. click the **AutoSum** button on either the *Home* or *Formulas* tab.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example):

3. click the **AutoSum** button on either the *Home* or *Formulas* tab.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example):



In most cases, Excel selects the correct range to total. In a rare case when a wrong range is selected, you can correct it manually by typing the desired range in the formula or by dragging the cursor through the cells you want to sum.

1. Press the Enter key to complete the formula.

Now, you can see the calculated total in the cell, and the SUM formula in

B7		:	=SUM(B2:B6)	
	A	B	C	D
1	Item	Jan	Feb	Mar
2	Apples	\$120	\$320	\$200
3	Oranges	\$200	\$190	\$0
4	Lemons	\$220	\$210	\$220
5	Grapes	\$180	\$170	\$240
6	Peaches	\$300	\$310	\$190
7	Total	\$1,020		

2. What is the shortcut key to perform AutoSum?

If you one of those Excel users that prefer working with the keyboard rather than the mouse, you can use the following **Excel AutoSum keyboard shortcut** to total cells:



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?

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?

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 ce

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

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?

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.