

EXCEL ASSIGNMENT 3 SOLUTION

Q1)How and when to use autosum command in excel?

Ans)How=select a cell next to numbers you want to sum ,click AutoSum on the hometab press Enter,Excel automatically enters a formula to sum the numbers.

When=to add a range of cells and displays the total in the cell

Q2)What is the shortcut key to perform autosum?

Ans) **Alt+=**,to use this simply hold down the Alt key then press the equal sign on your keyboard.

Q3)How do you get rid of formula that omit adjacent cells?

Ans)points:

- Open excel and then click on file
- Go to option and then select formulas
- Look for error checking rules and uncheck formulas which omit cell in a region
- Click ok

Q4)How do you select non adjacent cells in excel 2016?

Ans) 3 ways:

1)just press and hold down the ctrl key and you can select multiple non adjacent cells or ranges with mouse clicking or dragging in active worksheet.

2)press shift=F8 keys and then you can easily select multiple non adjacent cells

3)click the home>find & select>go to or simply press F5

Q5)What happens if you choose a column hold down the Alt key and press the letters ocw in quick succession?

Ans)the column width dialogue box opens allowing you to set the exact width of the column.

Q6)If you right click on a row reference number and click on insert, where will the row added?

Ans)above the selected row