**Advance Excel Assignment 3**

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

Ans:AutoSum command in excel should be used when you have a column or row of numbers you want to them add up. Steps are as below:

* Click an empty cell below the number column you want to add.
* On the Home tab, click the Auto Total button (looks like a sigma symbol) on the toolbar at the top of the screen.

2. What is the shortcut key to perform AutoSum?

Ans: AutoSum formula can be inserted using **ALT + =** keyboard shortcut.

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

Ans: The Excel formula omits adjacent cell errors that can occur with mathematical or statistical functions. This error appears when there are cells with similar values to the one you chose that are not selected. Excel recognizes it as an error and symbolizes it with a little triangle. To get rid of this error, go to File >> Options >> Formulas. On the right side, under Error-checking rules uncheck the field called Formulas which omits cells in a region.

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

## Ans: Method 1: Select Non-Adjacent Cells Using the Mouse:

1. Click on the first cell that you want to be selected. This will now become the active cell
2. Hold the Control key on your keyboard
3. Left click on the mouse and drag to make the selection
4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
5. Place the cursor on the second cell/range that you want to select
6. Left click on the mouse and drag to make the selection
7. Leave the mouse click. This would select two non-contiguous range of cells.
8. Release the Control key

In case you want to select more than two ranges of non-adjacent cells, keep the control key pressed, and keep making the selections.

## Method 2: Select Non-Adjacent Cells Using the Keyboard Only:

1. Place the cursor on the first cell that you want to select. This now becomes the active cell
2. Press the F8 key. This will put your system in the ‘Extend Selection’ mode. It also says that in the Status bar.
3. Use the arrow keys to make the selection. Since you’re in the Extend Selection mode, this will keep a selection of all the adjacent cells
4. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode and changes it to ‘Add or Remove Selection’
5. Use the arrow keys to place the cursor on the next cell that you want to include in the selection
6. Press the F8 key again.
7. Use the arrow keys to make the selection.
8. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode.

**Method 3: Select Non-Adjacent Cells/Ranges Using the Name Box:**

Sometimes, you need to select specific cells that are scattered and far off. In such a case, you can also use the Name Box in Excel to select non-adjacent cells. Name Box is right next to the formula bar (on the left of it) and is always visible with the formula bar. So, if you know what cells you want to select, it will be faster to enter the cell reference in the name box and hit the enter key. For example, suppose you want to select the following cells – A1, C12, D20, K14

Below is how to select these non-adjacent cells using the Name Box:

1. Click on the Name Box. This will place the cursor in the name box
2. Enter the different cells/ranges that you want to select (separated by a comma when selecting multiple ranges)
3. Hit the Enter key

## Method 4: Select Non-Adjacent Cells (with a specific value) Using Find and Replace

Sometimes, you may want to select cells based on the value in it. For example, if you have the sales data of multiple Sales Reps, you may want to select all the cells that have the name ‘Mike’. While you can do this manually, with a large dataset, it’s best to use Find and Replace to do this.

Below are the steps to use Find and Replace to select non-adjacent cells:

1. Select the entire data range
2. Hold the Control key and then press the F key (or Command + F in using a Mac)
3. In the Find and Replace dialog box that opens, enter the name Mike in the ‘Find what’ field
4. Click on the Find All button. This will find all the cells that have the name ‘Mike’
5. Hold the Control key and press the ‘A’ key. This will select all the cells that were found
6. Close the Find and Replace dialog box.

5. 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. One can insert a value in the column width dialogue box for how wide we like a column to be. This is especially useful when having several non-adjacent columns that should be of the same width.

6. If you right-click on a row reference number and click on Insert, where will the row be added?

Ans: A new row will be added in place of the existing row and existing row is shifted below. For example, if one inserts row at row no. 4, the details of row 4 are occupied by row 5 and a new row is inserted at row no. 4.

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