

Advance Excel Assignment 3

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

Ans: AutoSum is used when you need to sum a column or row of numbers as it is fast and easy way to calculate sum of column or row.

It is calculated in 2 ways

- a. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter
- b. Select a cell next to the numbers you want to sum and press ALT key + "=" key

2. What is the shortcut key to perform AutoSum?

Ans: Shortcut key to perform AutoSum: ALT key + "=" key

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

Ans: We can click on ignore error or update formula to include adjacent cells as per requirement.

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

Ans: To select non adjacent cells in excel 2016, we can hold down Ctrl key and then click on the cells to be selected

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

Ans: It asks to enter column width for selected column.

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

Ans: New row will be added above the reference row number