

## Advance Excel Assignment 3

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

Ans- 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.
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. In most cases, Excel selects the correct range to the 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.
3. Press the Enter key to complete the formula. Now, you can see the calculated total in the cell, and the SUM formula in the formula bar. We use the autosum command if we need to sum a column or row of numbers.

2. What is the shortcut key to perform AutoSum?

Ans- **Alt+=**

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

Ans-

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

Ans-

1. With your mouse, click the first cell you want to highlight. This cell becomes the active cell.
2. Press and hold the Ctrl key on the keyboard.
3. Click the rest of the cells you want to highlight.
4. Once the desired cells are highlighted, release the Ctrl key.
5. 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.
6. 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 column width dialogue box opens allowing you to set the exact width of the column.

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

Ans- The new row will appear above the selected row.