Advance Excel Assignment 3

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

Ans - If we need to sum a column or row of numbers, then select a cell next to the numbers you want to sum, click AutoSum on the Home tab and press Enter. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

1. What is the shortcut key to perform AutoSum?

Ans – The shortcut key to perform AutoSum is Alt + =. When we press this shortcut key it inserts the sum function in the active cell by referring to the range that’s above it.

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

Ans – We need to Open Excel and then click on File. And then -

1. Go to Options and then select Formulas.
2. Look for Error checking rules and uncheck Formulas which omit cells in a region.

3. Click OK.

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

Ans – There are steps that needs to follow to select non adjacent cells in Excel –

* Selecting Non Adjacent Cells with a Mouse

1. Click on the cell.
2. Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
3. Hold the left-click button on the mouse and drag it to the cells you want to select.
4. Keep repeating these steps for each cell. It’s an easy way to select non adjacent cells.

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Ans – It shows the popup box of column width. And we can even change the width if we want to.

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 inserted above the selected row number.