Excel Assignment #3

Ans.1 – Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

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.
3. Press the Enter key to complete the formula.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example):

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

Ans.2 – AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt+=. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

Ans.3 – The error formula omits adjacent cells means that there is an error in the formula in the cell. When you have an array of formulas, Excel assumes that the data for all are continuous and not separated by other data.

* The error formula omits adjacent cells means that Excel cannot calculate the formula because it is missing something.
* Excel tries to calculate a formula but only takes into account the values from one cell, ignoring other cells with values needed for the calculation.
* If this happens, it means that you have left out a cell on one side of your formula and need to clean up your sheet.

To fix it follow these steps :

* First, check to make sure that your formula includes all of the necessary parts.
* If you are working with a small data set, try to identify any empty cells and delete them.

Or

Uncheck formulas that omit cells

* Launch your Excel sheet and then click on File.
* Navigate to Options and then select Formulas.
* Look for Error checking rules and uncheck **Formulas which omit cells in a region**.
* Click OK

Ans.4 – When you want to select cells on a google sheet, you have four options. Anyone wanting to know how to select non adjacent cells in Excel can follow the same simple steps.

1. Selecting Non Adjacent Cells with a **Mouse**

Along with your mouse, you also need the computer keyboard to select one or more rows and columns.

* Click on the cell.
* Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
* Hold the left-click button on the mouse and drag it to the cells you want to select.

1. Selecting Non Adjacent Cells with a **Keyboard**

Using only a keyboard takes a few more steps than with a mouse. Don’t worry. It’s still easy to select non adjacent cells.

* Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.
* Hold down the F8 key; it’s at the top of your keyboard. Check your status bar it should read Extend Selection.
* Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activated the Extend Selection mode, so you automatically have a selection of the adjacent cells.
* When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

Ans.5 – The contents of the first cell in the selected column will be replaced with the letters ‘O-C-W’.