Advance Excel Assignment 3

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

When we need to sum a column or row of numbers we use the AutoSum. Select a cell next to the number we want to sum , click AutoSum on the home tab, press enter.

1. What is the shortcut key to perform AutoSum?

The shortcut key for AutoSum is Alt + =

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

Steps are as follows –

* Open Excel and then click on file
* Go to the options and then select formulas
* Look for error checking rules and uncheck formulas which omit cells in a region
* Click ok

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

* Click on a cell to select it or use the keyboard to navigate to it and select it
* To select a range, select a cell ,then with the left mouse button pressed, drag over the other cells or use the shift + arrow keys to select the range
* To select non - adjacent cells and cell range hold ctrl and select the cells.

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

The column width dialogue box opens allowing us to set the width of the column.

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

The row will be added above the selected row.

