Advance Excel Assignment 3

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

ANS: The AutoSum command in Excel is a useful feature that automatically calculates the sum of a selected range of cells. It's typically used when you want to quickly find the total of a column or row of numbers without manually entering a formula.

- Select the cell below the column of numbers or to the right of the row of numbers that you want to sum.
- Click on the "AutoSum" button in the "Editing" group on the "Home" tab of the Excel ribbon.

2. What is the shortcut key to perform AutoSum?

ANS: You can also use the keyboard shortcut Alt + = (equals) to quickly activate the AutoSum feature.

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

ANS: Select the cell containing the formula that you want to modify.In the formula bar at the top of the Excel window, you will see the formula displayed. Edit the formula to include the adjacent cells that you want to include in the calculation.

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

ANS: Open your Excel worksheet and navigate to the starting cell of your selection.

- Click and hold the left mouse button on the starting cell.
- While holding the mouse button, drag the cursor to select the adjacent cells that you want to include in your selection.
- To select additional non-adjacent cells, hold down the Ctrl key on your keyboard.
- While holding Ctrl, click on the individual cells you want to include in your selection. These cells can be non-adjacent to each other.
- Release the mouse button and Ctrl key once you have selected all the desired cells.

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

ANS: The keyboard shortcut "Alt + o + c + w" is used to open the "Column Width" dialog box, allowing you to adjust the width of the selected columns in Excel.

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

be added?

ANS: If you right-click on a row reference number in Excel and click on "Insert," the new row will be added above the selected row.