Advance Excel Assignment 3

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

Ans: - Select the row or column on which you want to perform summing operation and then click autsum option in ribbon tab.

We will perform this operation to make less effort for writing function i.e., =sum() .

1. What is the shortcut key to perform AutoSum?

Ans: - alt+= will autosum the column/row

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

Ans: -

ribbon🡪Formulas tab 🡪Error Checking Rules button🡪 uncheck the field called ‘Formulas which omit cells in a region’.

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

Ans: - Just select the first cell and click ctrl button and select the other cell.

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

Ans: - column width dialog box will pop-up and we can give manual width for the selected column.

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

Ans: - row will be added above.