Advance Excel Assignment 3

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

Ans. With Autosum, Excel will automatically add up a range of cells for you, and place the result in a nearby cell.

You can find it in the Home menu, and it has the symbol of a greek uppercase letter sigma (Σ).

Step 1. Click in a cell in the column below the range you want to add up (or to the right of the range if your data is in a row rather than a column).

Step 2. Next, click the Autosum button,

Step 3. Excel will automatically find the range of data in the column above where you clicked, and will create a SUM formula that will add up those cells. It will then wait for you to press Enter (or Escape if the formula is incorrect).

2. What is the shortcut key to perform AutoSum?

Ans. ALT =

Step 1: place the cursor below the column of numbers you want to sum (or to the left of the row of numbers you want to sum).

Step 2: hold down the Alt key and then press the equals = sign while still holding Alt.

Step 3: press Enter.

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

Ans. The Excel formula omits adjacent cells error can occur with mathematical or statistical functions, such as SUM, AVERAGE, COUNT, MIN, MAX.This error appears when there are cells with similar values to

the one you chose that are not selected. Excel recognizes it as an error and symbolizes it with a little triangle.

To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

- Open Excel and then click on File.

- Go to Options and then select Formulas.

- Look for Error checking rules and uncheck Formulas which omit cells in a region.

- CLick Ok

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

Ans. 1st Option-> Hold Ctrl Key and then select all the cells you want to select.

2nd Option-> With Shift + F8 keys

This does not require holding down keys during selection. Press the Shift + F8 keys firstly, and then you can easily select multiple non-adjacent cells or ranges in active worksheet.

3rd Option-> By Holding 'Shift'+ "up Arrow" - we can select and move upwards, By Holding 'Shift'+"Down Arrow" - we can select and move downwards

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

ANs. Alt + OCW : Changes column width

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

Ans. It provides with Inserting cell of rows or columns wherever we want