Advance Excel Assignment 3

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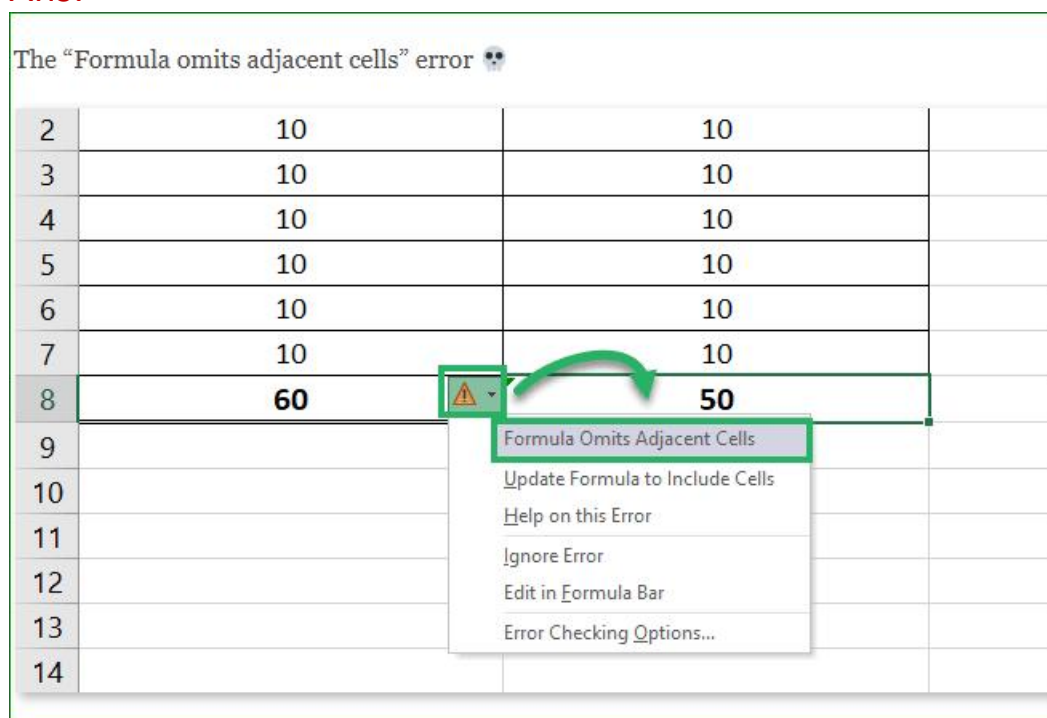Ans:

If we 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.

2. What is the shortcut key to perform AutoSum?
Ans: Alt + =

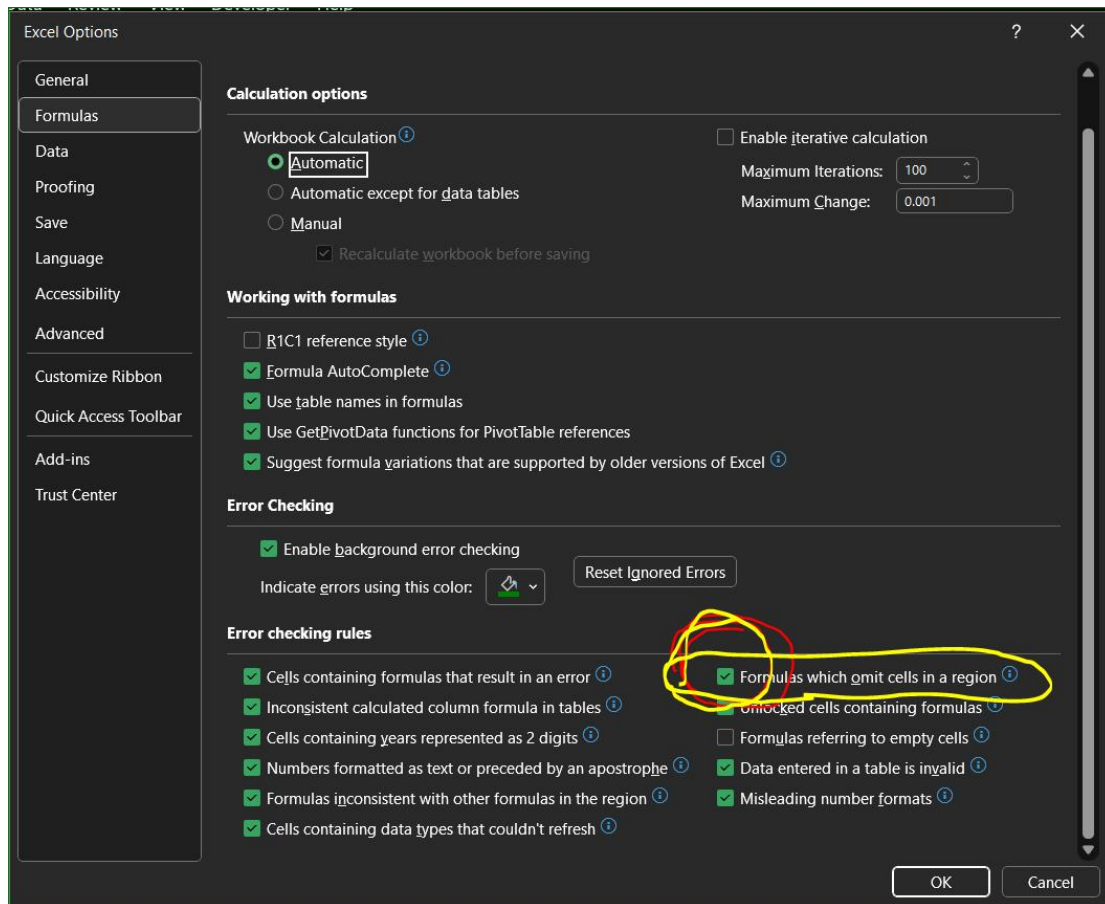**3. How do you get rid of Formula that omits adjacent cells?**
Ans:

To permanently remove the green triangle caused by the 'Formula omits Adjacent cells error' follow these steps:
Go to the File tab > Options.
Under the dialog box for Excel Options, go to Formulas from the left pane.

4. How do you select non-adjacent cells in Excel 2016?
Ans: Select Non-Adjacent Cells Using the Mouse

The easiest way to select non-adjacent ranges is by using the mouse (along with the keyboard).

Below is how to select two non-adjacent range of cells:
1.Click on the first cell that you want to be selected. This will now become the active cell
2.Hold the Control key on your keyboard
Left-click on the mouse and drag to make the selection
Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key

3.Place the cursor on the second cell/range that you want to select
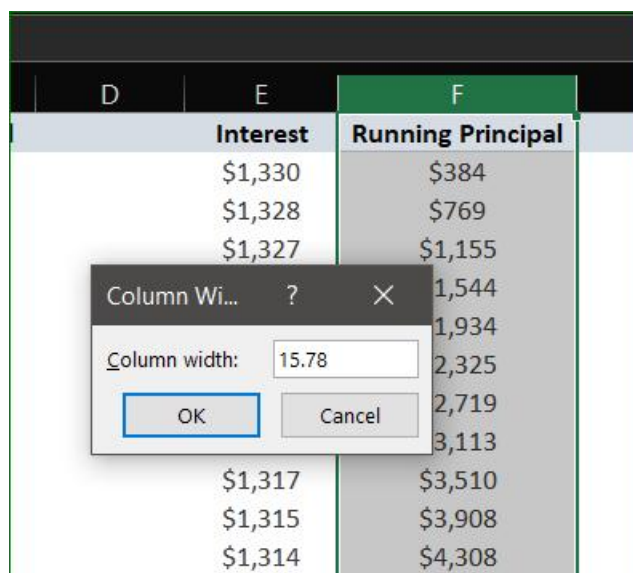Left-click on the mouse and drag to make the selection

Leave the mouse click.

This would select two non-contiguous range of cells.
Release the Control key

5. What happens if you choose a column, hold down the Alt key and press the letters
ocw in quick succession?
Ans: The column width dialogue box opens allowing you to set the exact width of the column.

D	E	F
	Interest	**Running Principal**
	$1,330	$384
	$1,328	$769
	$1,327	$1,155
		1,544
		1,934
		2,325
		2,719
		3,113
	$1,317	$3,510
	$1,315	$3,908
	$1,314	$4,308

Column Wi...   ?   ✕

Column width: 15.78

OK   Cancel

6. If you right-click on a row reference number and click on Insert, where will the row
be added?
Ans: A new empty row is created at the same number location where we have clicked and the existing row we will move down