# **Advance Excel Assignment 3**

# **How and when to use the AutoSum command in Excel?**

# Ans: **How to Use the AutoSum Command:**

# **Select the Cell Below or to the Right of the Data**: Click on the cell where you want the sum to appear. If you want to sum a column, select the cell below the column; if you want to sum a row, select the cell to the right of the row.

# **Click on the AutoSum Button**: The AutoSum button is usually located in the "Editing" group on the "Home" tab of the Excel ribbon. It looks like a Greek letter sigma (∑) and is labeled "AutoSum."

# **Excel Automatically Selects a Range**: Excel will automatically select a range of cells based on the adjacent data. It will typically select the contiguous cells above or to the left of the cell where you clicked on AutoSum.

# **Press Enter**: After Excel selects the range, press the "Enter" key on your keyboard. Excel will calculate the sum and display it in the selected cell.

# **When to Use the AutoSum Command:**

# **Summing Columns or Rows of Numbers**: AutoSum is most commonly used when you want to quickly sum a column or row of numbers. For example, you might use it to calculate the total sales for a month, the total expenses in a category, or the sum of test scores for a student.

# **Regular Data Entry**: If you're entering data in a worksheet and need to calculate totals as you go, the AutoSum command is a time-saving tool. After entering your data, simply use AutoSum to quickly calculate the sum.

# **Checking Calculations**: AutoSum can also be used to double-check calculations. If you've manually entered a sum formula but want to verify it, you can use AutoSum to compare the result with your manual calculation.

# **Summing Ranges with Filters**: When you have a filtered range of data and want to calculate the sum of the visible (filtered) cells, you can use AutoSum. Excel will automatically adjust the range based on the filtered data.

# **Summing Multiple Ranges**: You can use AutoSum multiple times to calculate sums for different ranges in the same worksheet. Just select the appropriate cell and click AutoSum for each range.

# **What is the shortcut key to perform AutoSum?**

# Ans: Select the cell where you want the sum to appear.

# Press Alt + =

# **How do you get rid of a Formula that omits adjacent cells?**

# Ans: **Select the Cell with the Formula, Edit the Formula in the Formula Bar, Include the Missing Cells in the Formula, Press Enter**

# If you want to completely remove a formula from a cell, you can simply delete it

# **How do you select non-adjacent cells in Excel 2016?**

# Ans: **Using the Ctrl Key (Ctrl + Click)**

# Click on the first cell, row, or column that you want to select.

# Hold down the "Ctrl" key on your keyboard.

# While holding down the "Ctrl" key, click on the additional cells, rows, or columns you want to select. Each click will add the clicked item to the selection.

# Release the "Ctrl" key when you've selected all the non-adjacent items you need.

# **5.What happens if you choose a column, hold down the Alt key, and press the letters**

# **OCW in quick succession?**

# Ans: **"o" for Column Width**: By pressing "o" while holding down the "Alt" key, you access the "Column Width" dialog box. This dialog allows you to specify a custom width for the selected column(s). You can then enter a numeric value for the column width and click "OK" to apply the width setting.

# **"c" for Clear**: After you access the "Column Width" dialog with "Alt" + "o," you can press "c" to quickly clear any custom column width settings that you may have applied. This will revert the column width to the default automatic sizing based on the content within the column.

# **"w" for Wrap Text**: If you press "w" while holding the "Alt" key within the "Column Width" dialog, it toggles the "Wrap text" option. This option controls whether text within the selected cell(s) should wrap to fit within the column width or overflow into adjacent cells when it exceeds the column width.

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

# Ans: When you right-click on a row reference number in Excel and then click on "Insert," a new row will be added immediately above the row that corresponds to the row reference number you right-clicked on. In other words, the new row will be inserted above the selected row.