

Advance Excel Assignment 3

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

If you need to sum a column or row of numbers, 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. AutoSum perform following operation like count, average, max,min etc

2. What is the shortcut key to perform AutoSum?

Alt+=

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

Open excel and click on file.

Go to Options and select formulas

Look for error checking rules and uncheck which omits in a region

Click ok

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

Click on the cell.

Press the control key on the keyboard. Keep holding in down while you are selecting cells.

Hold the left-click button on the mouse and drag it to the cells you want to select.

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

The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

A new row is inserted above the cell(s) you originally selected.

