

ASSIGNMENT - 3 (ADVANCED EXCEL)

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

The AutoSum command in Excel is a convenient tool for quickly adding up a range of cells without manually typing the formula. Here's how and when to use the AutoSum command:

How to Use the AutoSum Command

Selecting the Cells:

Single Column or Row:

Click on the cell immediately below a column of numbers (for columns) or to the right of a row of numbers (for rows) where you want the sum to appear.

Multiple Columns or Rows:

Select the cells where you want the sums to appear. Ensure each selection is below the columns or to the right of the rows you want to sum.

Using the AutoSum Button:

Go to the Home tab on the Ribbon.

In the Editing group, click on the AutoSum button (Σ symbol).

Alternatively, you can use the shortcut by pressing Alt + = on your keyboard.

Verifying and Adjusting the Range:

Excel will automatically select what it determines to be the relevant range of cells.

Verify the selected range. If it's correct, press Enter.

If the range is incorrect, you can adjust it by dragging the cursor to select the correct range before pressing Enter.

Sum Formula:

Excel inserts a SUM formula into the cell. For example, if you summed cells A1 to A5, the formula would be =SUM(A1:A5).

When to Use the AutoSum Command

Quick Calculations:

When you need to quickly add a series of numbers in a column or row.

Routine Summations:

When working with tables or lists where summing columns or rows of data is a regular task.

Checking Data:

When verifying data by summing subsets of numbers to ensure accuracy.

Consistent Formatting:

To maintain consistency in the way totals are displayed across a worksheet or workbook.

Tips for Using AutoSum Adjacent Cells:

AutoSum works best when the cells to be summed are contiguous (i.e., they are next to each other without gaps).

Multiple Ranges:

For summing multiple non-contiguous ranges, manually use the SUM function and include all ranges, like =SUM(A1:A5, C1:C5).

Different Functions:

You can also access other functions like Average, Count, Max, and Min by clicking the dropdown arrow next to the AutoSum button.

2. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is Alt + =.

Here's how you use it:

Select the cell where you want the sum to appear.

Press Alt + = on your keyboard.

Excel will automatically select the range of cells it assumes you want to sum. You can adjust this range if necessary.

Press Enter to confirm the selection and insert the SUM formula.

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

Steps to Address and Remove the Warning

Review the Formula:

Click on the cell with the warning to see the formula.

Check if the formula should indeed include the adjacent cells.

Update the Formula if Necessary:

If you agree that the adjacent cells should be included, adjust the range in the formula.

For example, if your formula is =SUM(A1:A4) but you have data in A5, change it to =SUM(A1:A5).

Ignore the Warning:

If the formula is correct and you intentionally omitted the adjacent cells, you can ignore the warning.

Click on the warning icon (a small yellow diamond with an exclamation mark) that appears next to the cell.

Click on Ignore Error from the dropdown menu.

Disable the Warning:

To prevent these warnings from appearing in the future, you can disable this specific error check:

Go to the File tab and select Options.

In the Excel Options dialog box, choose Formulas.

Under Error Checking, click on Error Checking Rules.

Uncheck Formulas which omit cells in a region.

Click OK to apply the changes.

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

To select non-adjacent cells in Excel 2016, follow these steps:

Select the First Cell or Range:

Click on the first cell you want to select.

If you want to select a range, click and drag to select the range of cells.

Select Additional Non-Adjacent Cells or Ranges:

Press and hold the Ctrl key on your keyboard.

While holding the Ctrl key, click on each additional cell or click and drag to select additional ranges of cells that you want to include.

Release the Ctrl Key:

Once you have selected all the non-adjacent cells or ranges you need, release the Ctrl key.

Example

Click on cell A1 to select it.

Hold down the Ctrl key.

While holding Ctrl, click on cell C1.

Continue holding Ctrl and drag to select the range E1:E5.

Release the Ctrl key once all desired cells and ranges are selected.

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

In Excel 2016, if you choose a column, hold down the Alt key, and press the letters ocw in quick succession, you are using a keyboard shortcut sequence to automatically adjust the column

width to fit the contents of the cells in the selected column. Here's what each part of the sequence does:

Alt Key: Activates the Ribbon's shortcut keys, displaying letters over the different Ribbon tabs and options.

O: Opens the Format menu in the Home tab (since pressing Alt displays the shortcut keys, O corresponds to the Format menu).

C: Selects the Column submenu within the Format menu.

W: Chooses the AutoFit Column Width option.

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

When you right-click on a row reference number in Excel and click on Insert, a new row will be added directly above the selected row.

Example

If you right-click on the row reference number 5 and select Insert:

A new row will be inserted at row 5.

The original row 5 and all subsequent rows will be shifted down by one row.

The new row 5 will be blank, and the original content of row 5 will now be in row 6.