

# Advance Excel Assignment 3

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

By putting ALT + the = sign in a spreadsheet, the Autosum Excel function will automatically build a formula to sum all the data in a continuous range. This feature can help you complete your financial analysis faster. It allows you to quickly add up a string of numbers vertically or horizontally without having to use the mouse or even the keyboard arrow keys!

Even a little boost in performance for one function might add up to a lot of time saved over the course of a day, week, or year for a financial analyst running computations all day.

Keyboard shortcuts like Autosum Excel are crucial in businesses like investment banking, and analysts are required to know them all by heart (see our guide on how to get a job in investment banking).

## 2. What is the shortcut key to perform AutoSum?

By putting ALT + the = sign in a spreadsheet, the Autosum Excel function will automatically build a formula to sum all the data in a continuous range.

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

Click File after opening Excel.

Select Formulas from the Options menu.

Uncheck Formulas that omit cells in a region and look for Error checking criteria.

Click OK.

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

Select the first cell you want to be chosen by clicking on it. This is going to be the active cell presently.

Keep your keyboard's Control key pressed.

To make a selection, left-click on the mouse and drag.

Leave the mouse button pressed. You would have a choice at this point. Keep the Control key pressed.

Place your cursor on the second cell or range you want to pick.

To make a selection, left-click on the mouse and drag.

Leave the mouse button pressed. This would choose two non-contiguous cell ranges.

Let go of the Control key.

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

The column width dialogue box opens allowing you to set the exact width of the column.

In the column width dialogue box, you can choose how wide a column should be. This is very beneficial if you require the width of numerous non-adjacent columns to be the same.

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

Select any cell within the row, then go to Home > Insert > Insert Sheet Rows or Delete Sheet Rows.

Alternatively, right-click the row number, and then select Insert or Delete.

The new row will appear above the selected row.