

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

ANS: - The AutoSum command in Excel is a quick and easy way to sum up a range of cells. Here's how to use it:

Select the cell where you want the sum to appear.

Click the "AutoSum" button (Σ) in the "Editing" group on the "Home" tab.

Excel will try to automatically select the range of cells that you want to sum. If it doesn't select the correct range, click and drag over the cells you want to sum, then press "Enter."

You can also use the keyboard shortcut "Alt + =" to quickly insert the AutoSum formula.

The AutoSum command is particularly useful when you need to add up a large range of numbers or when you want to quickly verify the accuracy of a complex formula.

2. What is the shortcut key to perform AutoSum?

ANS:- The shortcut key to perform AutoSum in Excel is "Alt + =".

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

ANS: - If a formula omits adjacent cells that you want to include, you can adjust the range of cells included in the formula by editing it. Here's how:

- i. Select the cell that contains the formula you want to edit.
- ii. Click in the formula bar at the top of the Excel window to activate it.
- iii. Use your mouse or arrow keys to move the cursor to the point in the formula where you want to add cells.
- iv. Add the missing cells to the formula by typing the cell references separated by commas or by selecting the cells with your mouse. For example, if your original formula was "=SUM(A1:A5)" and you want to include cell A6 in the sum, you could change the formula to "=SUM(A1:A6)".
- v. Press "Enter" to apply the updated formula to the cell.

If the omitted cells are in a contiguous range, you can also click and drag over the cells to select them, then press the "Enter" key to automatically include them in the formula. Excel will update the formula accordingly.

if the cells you want to include are not adjacent to the original range, you will need to create a new formula that references the additional cells.

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

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

Click on the first cell you want to select.

Hold down the "Ctrl" key on your keyboard.

Click on each additional cell you want to select. You can click on cells that are not adjacent to each other.

Once you have selected all the cells you want to work with, release the "Ctrl" key.

Alternatively, you can use the "Shift" key to select a range of cells. To do this, click on the first cell in the range, hold down the "Shift" key, and click on the last cell in the range. All cells between the first and last cells will be selected, including cells that are not adjacent to each other.

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

ANS: - If you choose a column in Excel and hold down the Alt key while pressing the letters "ocw" in quick succession, it will insert a new column to the left of the currently selected column.

Here's what each letter in "ocw" does:

"o": Opens the "Format" menu in Excel.

"c": Selects the "Column" submenu in the "Format" menu.

"w": Inserts a new column to the left of the currently selected column.

So, the Alt + "ocw" key combination is a shortcut to quickly insert a new column to the left of the currently selected column.

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

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