

Advance Excel Assignment 3:

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

Ans. Whenever a user wants to take a summation of numbers present in a row or column without writing a formula, then, the AutoSum command in excel can be used which will summation of those numbers. The AutoSum command is available on the home tab as well as inside the formula tab.

2. What is the shortcut key to perform AutoSum?

Ans. ALT+ = will provide a summation of a selected range of numbers.

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

Ans. For this purpose, go to the File tab inside an excel sheet. Then, select options and go to the formula section. Then, at the bottom of the formula section, look for the error checking rules sub-section. In that sub-section, uncheck the field named “which omit cells in a region” and click ok. This will get rid of Formula that omits adjacent cells.

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

Ans. This can be done in multiple ways:

i. Selecting Non-Adjacent Cells with a Mouse and Keyboard:

- Click on the cell.
- Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
- Hold the left-click button on the mouse and drag it to the cells you want to select.

Note: Generally, I prefer this method.

ii. Selecting Non-Adjacent Cells with a Mouse and Keyboard:

- Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.
- Hold down the F8 key; it's at the top of your keyboard. Check your status bar it should read Extend Selection.

- Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activated the Extend Selection mode, so you automatically have a selection of the adjacent cells.
- When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

iii. Selecting Non-Adjacent Cells with the Name Box:

- Click the Name Box tab. It opens the dialogue box and moves the cursor inside. Now, you can type in the name of the cell.
- You can enter the names of one or more cells. If you are searching for multiple cells, separate the names with a comma.
- Press the Enter key.

iv. Using Find and Replace Function:

- Select the data range.
- Press down on the Control and F keys simultaneously. Mac users will hold three keys, Command, +, F.
- A dialogue box will open with two options, Find and Find What. Type the cell's name or value in the Find What field.
- Click the Find All tab. It's at the bottom of the dialogue box. The function will start searching for all cells that match the entered field.
- Press the Control and A keys. The selected cells will appear underneath the dialogue box.
- Close the Find & Replace box. You should have the non-adjacent cells you need.

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

Ans. Then, a pop window named column width dialogue box opens which allows you to set the exact width of the column according to your need.

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 and click on Insert, then row will be added above the row reference number.