

Advance Excel Assignment 3

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

Ans: 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.

2. What is the shortcut key to perform AutoSum?

Ans: ALT+=

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

Ans: 1. Launch your Excel sheet and then click on File.

2. Navigate to Options and then select Formulas.

3. Look for Error checking rules and uncheck Formulas which omit cells in a region.

4. Click OK.

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

Ans: 1. Select the data range.

2. Press down on the Control and F keys simultaneously.

3. A dialogue box will open with two options, Find and Find What.

4. Click the Find All tab.

5. Press the Control and A keys.

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

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

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

Ans: A new row is inserted above the cell or cells you originally selected.