

Advance Excel Assignment 3

1. How and when to use the AutoSum command in excel?
When you want to sum a column or row of numbers, select a cell next to the numbers that you want to sum. Then click "AUTOSUM" in the home tab (Formula bar). When clicking Autosum, Excel will automatically enter a formula that uses a sum function to sum the numbers.
2. What is the shortcut key to perform AutoSum?
We can quickly insert the AUTOSUM formula by pressing the "**ALT + =**" keyboard shortcut.
3. How do you get rid of Formula that omits adjacent cells?
Launch your Excel sheet and then click on File.
Navigate to Options and then select Formulas.
Look for Error checking rules and uncheck Formulas that omit cells in a region.
Click OK.
4. How do you select non-adjacent cells in Excel 2016?
With the mouse, click the first cell that want to highlight.
Press and hold the 'ctrl' key on the keyboard.
Click the rest of the cells that want to highlight.
Once desired cells are highlighted, release the ctrl key.

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

If you select a column, hold down the Alt key and press the letters ocw in quick succession. The contents of the first cell in the selected column will be replaced with the letters "O-C-W".

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

If we right-click on a row reference number and click on Insert, A new row is inserted above the cell(s) you originally selected.

