Advance Excel Assignment 3

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

By using “=” sign in where I want to show the sum of range cells.

Eg. =AutoSum(select range) press tab

1. What is the shortcut key to perform AutoSum?

ALT =

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

Option 🡺 Formula 🡺 deselect the omits cell region

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

Hold ctrl + using arrow key select the cells

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

Open the column width box and enter the value which we won’t

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

Above the selected row